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THE MUSEUM MANUAL

THE MADRAS GOVERNMENT MUSEUM, THE NATIONAL ART GALLERY AND THE GOVERNMENT MUSEUM, PUDUKKOTTAI.

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GOVERNMENT OF MADRAS
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PART I

SECTION I—ADMINISTRATIVE

THE MUSEUM MANUAL

PART I.

GOVERNMENT MUSEUM AND NATIONAL ART GALLERY, MADRAS.

INTRODUCTION.

A Museum may be defined as an *institution maintained* **for the** preservation of those objects which best illustrate the phenomena of nature and the works of man, and the utilization of these for the increase of knowledge and for the culture and enlightenment of the people.

The Madras Government Museum is one of the largest and oldest of the State Museums in India. Since the time of its inception in 1851, it had steadily expanded and developed the extent of its collections and activities. Beginning as a Museum of practical Geology, its scope was soon extended to cover other fields such as Archaeology, Pre-history and Natural History. The National Art Gallery, attached to the Museum was organized and thrown open to the public on the occasion of the Centenary of the Museum in 1951, and with the merger of the Pudukkottai State into the Madras State, the Pudukkottai Museum also became administratively annexed to the Madras Government Museum.

The Madras Government Museum and the National Art Gallery are open to the public from 7 a.m. to 5 p.m, on all days, except Friday, which is observed as the weekly holiday for the public galleries, and the Gallery staff. Admission to all parts of the Museum is free, and Guide Service is also provided in the Galleries free of cost, especially for the benefit of organized school parties and illiterate visitors.

Organization and Staff.—The head of the Museum is designated as the Director of Museums, Government Museum and Associate Librarian, Connemara Public Library. He is assisted by an Assistant Director of Gazetted rank, who is in curatorial charge of one of the sections. The Madras Museum is a large multipurpose museum and is organized into seven sections, namely, Art and Archaeology, Anthropology. Numismatics, Botany, Zoology, Geology and Children's sections, each in charge of an independent Curator (except the Children's section, which is managed by an Assistant Curator), and in addition to these, there is a well-equipped Chemical Conservation Laboratory, for the preservation and restoration of bronze icons, antiquities and other museum objects, in charge of a Cuartor for Chemical Conservation.

A Curator is a sectional head in the Museum. Each Curator has charge of extensive collections in his field and in a growing and expanding institution such as the Madras Museum, besides developing and caring for the study collections, he plans, exhibits and supervises and carries out the preparation and installation of exhibits on approved lines, in consultation with the Director, the Assistant Director, and other Curators. He also collaborates with the Director in rendering educational services and conducts research, undertakes collecting tours and attends to all technical work relating to his section.

In each of the four sections in which there are large public galleries, namely, Archaeology, Anthropology, Zoology and Botany, there is an Assistant Curator, who assists the Curator of the respective section in his routine duties such as cataloguing, card-indexing, labelling, etc. In addition to the Assistant Curators, there are three Guides, one for the National Art Gallery and the other two for the Natural History and the General sections for guiding the visitors in the public galleries of the Museum and the Art Gallery. Besides these, the technical staff of the Museum consists of Technical Assistant and skilled attenders who assist the Curators in the Technical work of the sections, two Taxidermists attached to the Zoological section for skinning and mounting biological specimens, an artist-modeller, a carpenter, two photographers, a microfilm operator, a hand compositor, a layer-on and a machine minder for operating the treadle printing machine in the recently expanded Printing section of the Museum, and a Theatre Caretaker for attending to the Museum Theatre.

The administrative staff consists of an Office Superintendent in-charge of the office administrative work, assisted by about ten clerks who deal with correspondence, stores, cash, sale of publications, establishment matters, etc., a typist and a steno-typist. In addition to these, there is a Sales Attendant posted at the Museum counter to attend to the sale of publications, photographs, etc., a Records Attender to assist the Records clerk and a staff of about fifty-six Gallery Guards (peons) to guard the galleries and twenty seven watchmen, gardeners and sweepers. A complete list of the staff of the Government Museum and the National Art Gallery is furnished in Appendix I.

Duties, Responsibilities and Powers of the Director.

The Director is the Head of the Museum office and of the institution and exercises administrative control over the entire staff of the Government Museum, Madras, the National Art Gallery, Madras and the Government Museum, Pudukkottai. He is responsible to the Government for the administration and proper maintenance of the Institution. He makes proposals to Government concerning all schemes relating to the Museum. He

is the joint custodian of valuable collections in the Museum such as coins and bronze coins and is generally responsible for all security arrangements in the Museum.

The Director serves as the nominee of the State Government on the Central Advisory Board of Museums, and is also an official member of the following Committees :—

1. State Small-Scale Industries and Handicrafts Board.

2. Regional Committee for the Survey of Historical Records.

3. The General Council of the State Lalit Kala Academy.

4. State Tourist Traffic Advisory Committee and

5. Export Control (Export) Committee.

He is also the convenor of the Museum Committee and the Adhoc Committee of the National Art Gallery constituted by the State Lalit Kala Academy.

In addition to his administrative duties, the Director being a specialist in one of the fields dealt with in the Museum, also conducts part-time research, as far as time permits, in the subject of his specialisation, and prepares papers for publication as Bulletins of the Madras Museum or as contributions to Scientific Journals. The Director's duties are therefore both administrative and technical.

Besides his duties in the Museum, the Director is also the Associate Librarian of the Connemara Public Library, and in this capacity he handles the exchange section of the Library and offers advice on the selection of books for the Library.

The Director is the appointing authority for all non-Gazetted posts in the Madras Museum the National Art Gallery and the Government Museum, Pudukkottai, except for permanent posts in the Ministerial Service, candidates for which are allotted by the Madras Public Service Commission.

The Director is authorized to hold a permanent advance of Rs. 600 for office contingent expenditure.

The Director has been delegated with powers to purchase the following articles without the sanction of Government subject to the existence of budget provision.

Item.	*Limit of sanctions.*	
1. Reference books for the Museum Library.	No limit.	*Vide* sub-item 23 or item 8 (viii) of Appendix 7 of Madras Finance Code, Vol II (p. 47).
2. Photographic charges.	Do	*Vide* items No. 41 of Appendix 7 to Madras Finance Code, Vol. II.

Item.	Limit of sanctions.	
3. Specimens including coins for Museum.	No limit	*Vide* item No. 53 (b) Madras Financial of Appendix 7 under Code Volume II.
4. An article or articles of the same kind manufactured in the country at any one time.	Rs 200	G.O. Ms. No. 2314; Educational, dated 3rd November.–1960.
5. Naphthalene balls	200	Do.

The Director of Museums, Government Museum, Madras, inspects the Government Museum, Pudukkottai, which is under his administrative control, as and when necessary. He also inspects the Padmanabhapuram Palace and Museum of Antiquities as often as necessary, as half the cost of maintenance of the Padmanabhapuram Palace and Museum of Antiquities is borne by the Madras Government. The Director also functions as the Treasure Trove Officer for the Madras State, as all the antiquities acquired under the Treasure trove Act are ultimately preserved and stored in the Museum.

Duties of the Assistant Director.

The Assistant Director of Museums, Government Museum, Madras is in charge of one of the sections of the Museum and, in addition to attending to the curatorial work of the section concerned, he assists the Director in his routine duties and attends to such duties as may be allotted to him from time to time by the Director. The following duties are specially assigned to the Assistant Director :—

(1) Annual verification of stock of publications and stores including stock of picture post cards and photographs and reference books.

(2) Closing of files relating to theatre engagements after due verification of the relevant chalans.

(3) Checking of the annual inventory of furniture, valuables, apparatus and materials, etc.,

(4) Supervising the arrangements for special exhibitions.

(5) Museum theatre correspondence.

(6) Scrutiny of the Security Register.

(7) Receiving distinguished visitors and taking them round the Museum along with the Director and in the absence of the Director.

(8) Quarterly inspection of the galleries and making reports of defects, etc., and suggesting improvements.

(9) Scrutiny and compilation of the Administration Report and other reports and returns due to State and Central Governments.

(10) Checking of the Personal Registers of all the clerks (including arrear lists, Periodical Registers, etc.,) every month.

(11) Museum Committee correspondence, agenda, notes, notices, etc.,

(12) Assisting the Director in implementing the various schemes of reorganization and development, including building schemes, acquisition of equipment, modernisation of the galleries etc.

(13) Correspondence relating to the Pudukkottai Museum.

(14) Maintenance of Loans Registers.

(15) Custody of General Provident Fund nomination.

(16) Expeditious disposal of pension cases and

(17) Recommending leave to Guides.

SECTION I

ADMINISTRATIVE SECTIONS.

Office Superintendent.—The administrative staff attending to the clerical and office routine consists of an Office Superintendent and 10 clerks, a typist and a steno-typist. The Office Superindentent is the Ministerial head of the Museum Office and co-ordinates and supervises the work of the various clerks working under him. He scrutinizes the work of the 10 clerks, checks their registers regularly and exercises general supervision and control over their work. He is responsible for collecting the various files put up by the clerks, scrutinizing them and putting them up to the Director with his notes, if any. All correspondence of the Museum is scrutinized by him before they are put up to the Director. In short, he is the chief assistant to the Director on the administrative side, while the Assistant Director is more a technical Officer assisting the Director more on technical matters and on points relating to educational services and co-ordination of research activities.

The Office Superintendent is immediately in charge of the booking of the museum theatre. He maintains the list of theatre booking and interviews parties in that connection.

The Personal and Periodical Registers maintained by all the clerks are checked by him monthly. Besides these registers, he also checks the entries in the theatre registers, stock register of publications, photo register, stamp account, despatch register, fair copy register, leave application register, attendance register menials attendance book, etc. Besides the above supervisory work, he has to attend to the correspondence relating to confidential matters and visits to the Museum by distinguished personages. He maintains a confidential personal register which he submits to the Director every month for inspection.

The Office Superintendent also maintains the confidential files (Personal files) of all the clerks and assistants in the Museum Office. These files are submited by the Office Superintendent to the Director every half- year for perusal and countersignature.

The Office Superintendent keeps the stock of service stamps and checks the stamp account at regular intervals.

There are 10 clerical sections, in the Museum Office, designated by the letters A, B, C, D, E, F, G, H, J and K, each being managed by a clerk. The allocation of work among these clerks is detailed below:—

A. Section.—This section deals with the handling of cash and maintenance of cash registers and all matters relating to finance. The head clerk, who is also the cash keeper, is placed in charge of this section. He maintains all accounts and accounts registers, namely the permanent advance register, contingent register, cash book register showing the collection of advance, the demand and the balance for the museum theatre, tour advance register, register of U. D. pay etc., and is mainly responsible for the proper maintenance of accounts. The cash book and the permanent advance register are closed every day and the daily balance struck. These registers are submitted to the Assistant Director daily for checking. The head clerk makes payments of bills, obtains vouchers and arranges for the recoupment of the permanent advance of Rs. 600 by preparing a contingent bill supported by the relevant vouchers. He also prepares T. A. bills and attends to all correspondence dealing with money matters, such as M. E. S. bills, property tax bills, telephone bills, budget and reconciliation of accounts, travelling allowance, etc. The preparation of the budget estimates, revised estimates, supplementary estimates, etc., also devolves upon this section. The head clerk maintains a personal register and also attends to the periodicals relating to accounts and maintains a periodical register for this purpose. As the head clerk is the cash keeper, a security of Rs. 500 in the form of fidelity bonds is taken from this clerk. He supervises the work of the lower division clerks in account matters.

B. Section.—This section is concerned with all matters relating to establishment. The 'B' section clerk is the establishment clerk. He attends to all subjects relating to the Museum establishment, such as leave, disciplinary proceedings, maintenance of service registers and leave accounts of the various members of the staff, General Provident Fund Accounts, Income Tax Statements preparation of pay bills for the staff and arranging for the drawal of the special loans and advances for the members of the staff, such as festival advance, General Provident Fund Advance, etc. This clerk also deals with matters relating to appointments, recruitment, promotion, transfers, fixation of pay, getting vacant posts in the technical caders advertised in the dailies as and when necessary and sending in requisitions to the Employment Exchange for fresh recruits, etc., when vacancies arise. This clerk also attends to all periodicals and returns relating to establisment matters, the preparation of pension papers in time and to all the

correspondence arising out of the above subjects. He maintains a personal register, a periodical register and a register of probationers.

C. Section.—This section is managed by the Store-clerk. He is in-charge of the entire stores (such as chemicals, stationery, photographic materials, apparatus etc.) their accounting, indenting, stocking, registering and issue. He is responsibile for the proper maintenance of the stores registers, stationery registers, inventory registers of furniture and fittings valuables, apparatus, tools and materials in all the sections, work rooms and galleries of the museum. He also attends to all correspondence dealing with furniture and fittings, show cases for the galleries, apparatus and materials, stores, repairs to buildings and maintenance of the buildings and gardens, inviting tenders for the purchase of furniture, equipment, etc., placing orders with contractors and firms for various specialised items of stores and equipment, and attends to all matters generally connected with the maintenance of the museum equipment and furniture in trim condition. He attends to all correspondence with the Executive Engineer, Electrical Engineer, P.W.D. for repairs, minor works, and various building schemes and is responsible for the proper checking and maintenance of the furniture inventories of the entire Museum. He attends to a number of periodicals and maintains a Periodical register and a Personal register.

D. Section.—This clerk is in-charge of the entire stock of publications, photographs, picture post cards, and photographic albums prepared for sale. He attends to all correspondence relating to books and publications, and executes the orders placed on this museum for the supply of photographs, publications, etc., both within India and abroad. He also deals with the correspondence relating to exchange of publications with the institutions abroad and maintains the various mailing lists. He maintains the stock registers of publications, picture post cards and photographs prepared for sale.

In addition to the above duties, the D section clerk prepares the pay bill for the menials establishment (watchmen, sweepers, gardeners, etc.) and deals with all issues concerning service questions, drawal of festival advance, etc., for the menials.

Before any file relating to the transaction of the supply of publications, etc., is closed, he should get the necesary entries made in the stock book and duly attested by the Office Superintendent by producing the relevant chalans in which the sale receipts have been credited to Government account.

The D section clerk also deals with requests for permission to photograph objects in the Museum and files the necessary application forms received from tourists and visitors in this connection.

E. Section.—This clerk deals with all correspondence relating to general matters such as replies to questionnaires, committees, conferences, Central Advisory Board of Museums, re-organization and development of Museums under the Five-Year Plan schemes, educational activities such as publication of popular articles, lectures, demonstrations, special exhibitions, essay competitions, etc., submission of Administration report, Half yearly report, Salient feature report etc., to Government, and many other similar subjects of a general nature. This clerk also deals with correspondence relating to Numismatics and the acquisition of Treasure Trove finds of coins. He is also in charge of the periodicals connected with the submission of reports to Government and maintains personal and periodical registers.

The E section clerk is also the Records clerk in charge of the Record work and in this work he is assisted by a Records Attender. He should see that the files handed over to the records by the concerned clerks are properly stored in the records almirah and he should supervise them frequently and report on their condition once a week to the Director in a Records check book maintained for the purpose. He should see that the Records Attender stitches the closed files then and there and arrange them in proper order in the records almirah.

F. Section.—This section is handled by the Duty clerk. Actually, there are two duty clerks who work in shifts, namely the morning duty clerk who is responsible for opening the museum at 7. a.m and the evening duty clerk who is responsible for the proper closing of the galleries at 5 p.m. The duty clerks are primarily responsible for the supervision of the work and attendance of the gallery peons, gardeners, watchmen and sweepers and posting them in their respective places of duty. They have to attend to the casual leave account of the staff, maintain the attendance register and deal with correspondence relating to the visits to the Museum by organized school parties, holidays, closure of the Museum on certain important national festivals and other similar subjects. There are also other duties attached to the duty clerks. They include opening and registering the morning tappal in the presence of the Director going round the galleries at regular specified hours, supervising the peons and gallery guards, scrutiny of the tell-tale card discs punched by the night watchmen and generally to exercise control over all the peons watchmen, gardeners and other menial staff. He is also responsible for the general cleanliness of the galleries, buildings and gardens and maintains gallery report books for the various sections for recording any defects, breakages, etc., noted by him during his rounds in the gallery, for early rectification by the Curators concerned.

G. Section.—This section is handled by the Theatre Caretaker. He is in immediate charge of the Museum Theatre. He is responsible for its proper upkeep and maintenance, and for the care

of all its furniture and installations and stage fittings. He deals with all correspondence relating to the booking of the Museum Theatre for dramatic performances, dance recitals, educational lectures, meetings, rehearsals, concerts and other cultural programmes, and the correspondence relating to Police bundobust duty for each performance. He maintains the electric current consumption register, the police attendance register, wiremen's attendance register, etc. He assists the head clerk in maintaining the theatre rent and advance register and also in the preparation of the statements relating to the occupancy of the theatre. When the file relating to each engagement in the theatre is to be closed, the caretaker puts up the concerned file along with the theatre rent and advance register and the relevant chalans (pertaining to the remittance of the receipts under the respective heads, to the bank) to the Assistant Director for verification and closure. When the file is closed, the serial number of the corresponding entry in the said register is rounded off.

H. Section.—The clerk handling this section deals with all correspondence relating to the National Art Gallery, purchase of paintings, convening meetings of the National Art Gallery Committee and the State Lalit Kala Academy. He maintains the visitors books of the National Art Gallery and submits extracts from them for the information of the members of the National Art Gallery Committee. In addition to these, he deals with the correspondence dealing with Art, Archaeology and Anthropology and maintains the treasure trove receipt and despatch register.

J. Section.—This clerk is primarily responsible for the opening of the National Art Gallery each day in the morning, posting of peons, and checking their work, etc., in the premises of the National Art Gallery. He is responsible for the supervision of the gardeners, watchmen, etc., at the National Art Gallery. Besides, he attends to the correspondence relating to the scientific sections, namely Zoology, Botany, Geology, Chemical Conservation and Children's sections, and maintains the personal registers pertaining to these subjects.

K. Section.—This clerk is the despatch clerk. He is responsible for the despatch of letters, registered packets, etc. He should pay particular care and attention to the parcel of books, etc., sent to foreign countries. When he despatches each letter, he immediately affixes the "Despatched" rubber stamp with the date of despatch, on the office copy of the corresponding letter. This clerk also maintains the stamp account.

The 'D' section clerk, who is in charge of publications and sale of photographs, etc., maintains a register of photographs which are made and supplied in response to orders from the public. This

register shows the name and address of the parties ordering the photographs, the number of the prints supplied to them, the date of supply, and the amount collected and remitted to bank together with the chalan number and date of remittance. After the sales proceeds are remitted to bank and the relevant chalan checked by the Director or the office Superintendent, the concerned item is closed by rounding off the serial number of the item in the photo register, and simultaneously, the file dealing with the subject also is closed and the closure indicated in the personal register also. The 'D' section clerk also maintains the stock book of publications and picture cards.

The duty clerk (F section) in addition to maintaining his usual personal register, the call book and attendance registers already referred to, maintains the gallery report books. There is one gallery report book for each of the scientific sections which have galleries attached to them namely (1) Art and Archaeology, (2) Anthropology, (3) Botany, (4) Zoology, (5) Geology and (6) Children's Section. In these report books, the duty clerk enters the various defects, breakages, damages, etc., which he may note in the show cases, exhibits and labels, as he goes on his daily rounds inside the galleries, and then sends them up to the respective Curators for rectifying the defects. After the defects are rectified the Curators concerned note the action they had taken to rectify the defects, in the appropriate column and return the report books to the duty clerk, when the latter rounds off the serial numbers of the completed items. The report books are submitted weekly to the Director on Wednesdays along with the diaries of the various Curators, Assistant Curators and other members of the technical staff.

The 'H' section clerk who deals with subjects relating to Art, Archaeology and Anthropology, maintains the treasure trove receipt and despatch register in which all treasure trove items (both acquired and not acquired) are entered, and the treasure trove general accession register in which only the items actually acquired are entered. These registers are put up along with the relevant files to the Director, when the action in these files are completed and they are ready for closure. After verification the serial numbers of the respective items in these registers are rounded off after the entries are duly attested by the Director, and the concerned files closed.

Sale of Publications, Picture, Postcards, Photographs, etc.

At the entrance to the Museum there is a sales counter in which the publications and photographs, etc., available for sale, are displayed. There is a Sales Attendant to attend to the sales of these bulletins, etc. He issues a cash memo to each party and remits the cash at the close of the day to the head clerk and cash

keeper, when it is brought in the office cash accounts. The main stock of publications, etc., is being held by an assistant (The 'D' section clerk) and the Sales Attendant is expected to keep the minimum requirements at the counter for day-to-day sale. Orders for the supply of publications, photographs, etc., are dealt with by the 'D' section clerk, and the publications, etc., are supplied only on prepayment of cost and postage. Cheques and bank drafts are not accepted.

ADMINISTRATION OF THE TREASURE TROVE ACT AND PROCEDURE FOR ACQUIRING TREASURE TROVE ARTICLES.

The Director functions as the principal Treasure Trove Officer for the State and the Museum serves as a repository for all objects of archaeological, anthropological and numismatic interest which are found worth acquiring under the Indian Treasure Trove Act. A large number of objects of antiquarian value are received by the Museum every year as Treasure Trove finds. The acquisition of these objects by the Museum is governed by the provisions of the Indian Treasure Trove Act of 1878. According to this Act, whenever any treasure exceeding the value of Rs. 10 is found, the finder shall give notice of it in writing to the Collector of the District and the Collector shall publish a notification of the same in the Gazette (under clause 5-a of the Treasure Trove Act) giving the date, description and value of the find. A copy of this notification is received by the Director of the Museum, who examines the treasure to see if it is worth acquiring for the Museum in whole or in part. In the case of coins and jewellery, the entire find is requested to be sent to the Museum for examination, but in the case of idols, etc., only photographs are asked for. The decision of the Director whether to acquire the treasure or not, is communicated to the Collector. The treasure trove is then sent back for the enquiry mentioned in clause 7 of the Treasure Trove Act. If the enquiry is already over before the receipt of the treasure trove at the Museum, the coins or other items of the treasure are retained in the Museum pending acquisition. If not required, the treasure is sent back. After the enquiry is over, a copy of the proceedings is received by the Director. and if the treasure had been declared ownerless and if it had been decided to acquire it for the Museum then the treasure is acquired for the Museum, and compensation is paid by the Museum to finder and the owner of the place where the treasure was found (under clause 16 of the Treasure Trove Act) as decided by the Collector in his proceedings. In the case of coins, Government have to be addressed for sanction for the acquisition of the Treasure Trove, if it is required for the Museum. The cost of coins acquired as treasure trove has to be borne by the Revenue Department. After acquisition, the treasure is numbered, entered in the accession register and stored in safe custody.

WATCH AND WARD ARRANGEMENTS IN THE MUSEUM.

As the Museum possesses large collections of priceless gems of Art and other archaeological objects of inestimable value, very stringent precautions are observed to guard them against possible loss. Every day in the evening at closing time, all the buildings are locked securely by the evening duty clerk accompanied by the Duffadar and a night watchman. All the keys are finally checked and placed in a box and sent over to the Office of the Commissioner of Police for safe custody during the night. The next morning, one of the peons by turns, brings back the key box from the Office of the Commissioner of Police and the buildings are opened in the presence of the same clerk who closed the buildings the previous day. A certificate to the effect that everything inside the galleries has been found to be intact and in order is recorded by the clerk.

There are two batches of watchmen, one for the day, and the other for the night. These batches are interchanged once a fortnight. In addition to these watchmen, a special police guard of four constables is on duty for night patrol throughout the compound, checking not only the buildings but also the movements of the watchmen.

For guarding the galleries and the exhibits, furniture and fittings, etc., inside the galleries, during the hours 7 a.m. to 5 p.m. when the galleries are open to the public, there is a staff of about fifty-six gallery peons or gallery guards, at least one peon or guard being posted for each gallery. They work in shifts so that there is always at least one peon or guard on duty in each gallery continuously to keep a vigilant watch over the exhibits and glass cases and to prevent their damage or loss that may be caused by the visiting public. Their duties are supervised by the duffadar and the duty clerks who go on regular rounds in the galleries at specified intervals.

ANNUAL INSPECTION OF THE MUSEUM OFFICE AND VERIFICATION OF VALUABLES.

The Museum Office is inspected every year in August by the Collector of Madras. During his inspection the Collector also checks the stock of all the coins in the coin collections and the treasure trove gold and silver articles and verifies them with the corresponding entries in the stock registers.

JOINT CUSTODY OF VALUABLE COLLECTIONS.

The coin collection of the Museum is in joint custody of the Director and the Curator for Numismatics, and the reference collection of Bronze coins is in joint custody of the Director and the Curator for Archaeology. Both the strong rooms, i.e., the one containing the coin collections and the other, the reference collection of Bronze coins, are provided with double locks, the key

of one of the locks being in the custody of the Director and that of the other being in the custody of the respective Curator. Both the locks are sealed with the seal of the respective Curator. The duplicate keys of all the safes containing the coins and other valuable collections and the keys of the above mentioned strong rooms are sent in a sealed box to the Treasury and are brought to the Museum once in a year, verified, re-sealed and returned to the Treasury.

MUSEUM ADVISORY COMMITTEE AND NATIONAL ART GALLERY COMMITTEE.

Museum Advisory Committee.—The Museum Advisory Committee has been constituted by the Government to advise them on the development of the Government Museum, Madras, and the enlargement of its utility, particularly from the educational point of view.

The Committee offers advice on such matters as are referred to it by the Director of Museums, Government Museum, either *suo moto* or at the instance of the Government.

The Committee meets as often as necessary. The convener, who is the Director of Museums, Government Museum, is authorised to invite the officers of other departments to attend specified meetings of the Committee and offer expert advice on matters referred to the Committee, whenever necessary.

National Art Gallery.—An *ad hoc* Committee of the State Lalit Kala Academy has been constituted to advice the Government on matters connected with the administration of the National Art Gallery, Madras.

This Committee advises the Government in the selection and purchase of art objects for the gallery.

The Director of Museums, Government Museum, Madras, is the convenor of this Committee.

RULES FOR TAKING PHOTOGRAPHS OF THE EXHIBITS IN THE MUSEUM BUILDINGS AND THE NATIONAL ART GALLERY, MADRAS AND FOR THE REPRODUCTION OF PHOTOGRAPHS.

(G.O. Ms. No. 690, Education, dated 26th March 1953 and G. O. Ms. No. 211, Education, dated 1st March 1964.)

1. No photography is permitted inside the Government Museum or the National Art Gallery:

Provided that applications from authors, scholars and others specially interested in cultural studies, for taking photographs of the exhibits in the Government Museum or the National Art Gallery will be considered on merits in special cases in which reasons to the satisfaction of the Director of Museums, Government

Museum, Madras, are given for the requests, subject to the following conditions :—

(1) The Director of Museums, Government Museums should record his reasons for the grant of the permission.

(2) A copy of the order in each case should be submitted to the Government promptly for information.

(3) Doubtful cases should be referred to Government for orders.

2. No fee will be charged for taking exterier views of the Museum and the National Art Gallery buildings with hand cameras (still), without the use of stand. But photography of exterior view of the buildings using movie cameras of 16 mm. or less format will be permitted on payment of a fee of Rs. 10 per day, and movie cameras using standard 35 mm. film will be permitted on payment of a fee of Rs. 15 per day. Applications for this permission should be submitted to the Director of Museums, Government Museum.

3. The copyright of all photographs of objects in the Government Museum vests in the Government, and no such photograph can be reproduced or published without the prior permission of the Director of Museums, Government Museum.

4. No one shall reproduce any illustration or photograph contained in a publication of the Government Museum or the National Art Gallery, without the written permission of the Director of Museums, Govenment Museum.

5. Photographs for purposes of reproduction will be charged at the rate of Rs. 5 per photograph, irrespective of size, provided there is no objection to reproduction [G. O. No. 823, Public (General), dated 8 July 1930], with the exception of those of objects photographs of which have already been published not less than two years before or of objects the publication of which is, in the opinion of the Director, specially desirable to facilitate the interests of research [G. O. No. 281, Public (General), dated 29 March 1933].

Permission to take photographs is usually granted only to scholars and research workers for use in connection with their studies, subject to the conditions mentioned below :—

(1) The negatives of all the photographs taken will be returned to the Director of Museums, Government Museum, Madras.

(2) Prior permission will be obtained from the Director of Museums, Government Museum, Madras, if any of the photographs is to be used for any publication.

(3) The source of the photographs will be acknowledged in the publication suitably.

(4) Permission for any further use of the block will be obtained from the Director of Museums, Government Museum, Madras.

Scholars, research workers and parties of visitors desirous of taking photographs should apply to the Director in the prescribed form and obtain his previous permission before taking any photographs. The Guides in the Galleries will help the visitors in obtaining such permission for the parties from the Director. The Guides are also expected to get the list of the exhibits that are photographed by the visitors recorded on the office copy of the application form and filed in the office with the 'D' section clerk for watching the return of the negatives.

Permission to take photographs should be made to the Director in the prescribed application form in duplicate, mentioning the names of the exhibits proposed to be photographed.

Documentation Service.

The Museum is equipped with a Microfilming unit, operated by a trained Microfilm Operator. The Curator, Anthropology Section is in charge of the Microfilming equipment and arranges for the execution of all microfilming work in the Museum with the help of the Operator. The Microfilming section prepares and supplies microfilm copies of manuscripts, documents and publications to scholars, research workers and institutions at rates approved by Government.

General Rules Relating to Admission to the Museum Premises.

1. The Museum is open from 7 a.m. to 5 p.m. on every day of the week except Friday and any day appointed by authority. Admission to all parts of Museum is free.

2. Cars should be parked in the space allotted for the purpose to the east of the portico. They should on no account be left within the portico or at any unauthorised place.

3. Other conveyances should be parked along the compound wall leaving the roads, including that over the culvert, free for traffic.

4. Cycles should be left at the cycle stand to the east of the portico and tokens obtained in lieu thereof. It is advisable to remove pumps and lights from the cycles before leaving them at the stand.

5. Visitors will only be admitted to the Museum on condition that they are cleanly in person.

6. Visitors will be responsible for any damage or injury done by them to the exhibits, or other property belonging to the Museum.

7. Sticks and umbrellas must be left at the counter at the entrance.

8. Smoking inside the Galleries is strictly prohibited.

9. Spitting is strictly prohibited.

10. Dogs are not admitted inside the Galleries.

11. The Gallery guards or peons are not permitted to receive gratuities of any kind. Cases of incivility on their part must be reported to the Duty Clerk in the Museum.

12. Visitors are particularly requested not to loan on the show-cases as the glass panes are very easily broken.

THE MUSEUM THEATRE.

The Museum is equipped with an auditorium called the Museum Theatre, with a seating capacity of about 530 persons and a spacious stage suitable for concerts and dramatic performances.

Rules for Regulating the Use of the Theatre in the Government Museum Buildings.

(*G.O. Ms. No.* 3091, *Education, dated* 18*th November* 1950 *and Ms. No.* 183, *Education, dated* 24*th February* 1954 *and Government Memorandum No.* 116060/*E*5/61-2, *Education, dated* 15*th January* 1962.)

1. The Theatre is primarily intended for educational lectures and for cultural programmes organised under the auspices of the Government. When not thus required, it may be used for educational purposes (including amateur theatrical performances) approved by the Director of Museums, Government Museum.

2. (*a*) Actual expenses for electricity, for pumping water and for attendance of Police should be met by persons who are permitted to use the Theatre and such advance as may be required by the Director must be paid at the time of reservation to be adjusted against actual expenses as soon as these are known.

(*b*) Amounts collected according to fixed schedule for attendance of the Police and wireman will not be refunded in case there is a shortage in attendance of the Police and wiremen.

3. Rent will, in addition, be charged *in advance of reservation* on the following scale except as provided for in rule 4—

(*a*) for dramatic performances, variety entertainments or concerts—Rs. 40 for each performance ;

(*b*) for rehearsals—Rs. 5 ;

(*c*) performances by recognized educational institutions, not lower in standard than a secondary school, in aid of their own funds—Rs. 15 for each performance ;

(*d*) for meetings such as prize distributions when the public are admitted free—Rs. 5 for each occasion ;

(*e*) for attendance of care-taker for more than one hour before the commencement of a rehearsal and three hours before the commencement of a performance or for more than five hours after the commencement of the engagement—Re. 1 per hour or part of an hour ;

(*f*) for refreshment tent—Rs. 6 for each performance ;

(*g*) for other tents—not less than Rs. 2 for each night, the amount to be settled by the Director in accordance with the needs of the case ;

(*h*) for selling aerated waters on the premises—Rs. 3.

4. The use of the Theatre will be permitted at half the prescribed rental in the case of educational plays, lectures, etc., provided either that the public are admitted at a low rate to cover actual expenses only or that the proceeds are devoted to some educational or other public objects.

5. Applications for the use of the Theatre should be made to the Director of Museums, Government Museum, Egmore, Madras, not less than a fortnight before the date of engagement, in the prescribed form which can be obtained from the Museum Office.

6. (*a*) Should the Theatre be required by more than one applicant for the same day, the Director may decide between them. Should necessity arise he may reject an application without assigning any reasons.

(*b*) If the Theatre is required by more than one applicant on the same day but for different periods, the overtime fees referred to in rule 3 (*e*) will be charged from one of the applicants according to the Director's discretion for all the hours of the care-taker's attendance in excess of his assigned hours of duty for the day.

(*c*) The Director may cancel the reservation of the Theatre made for a rehearsal or a regular performance if the Theatre is required for a purpose having preferential claim ; in such cases the cancellation will be intimated to the party 10 days in advance in the case of rehearsals and 15 days in advance in the case of regular performances.

NOTE.—For the purpose of this sub-rule, performances sponsored by the State Government or Government of India will be deemed to have preferential claim.

7. Any damage done to the Theatre furniture, etc., during the applicant's occupancy must be made good by the applicant. The seats are not to be moved or to have labels attached to them.

8. Smoking, chewing of betel or spitting in the Theatre, and the use of naked lights including flash lights, crackers, or other inflammable material are strictly prohibited. Walls should not be disfigured by nails being driven into them or otherwise.

9. There must be no interference with the Director or any person deputed by him, or with the servants attached to the Museum in the discharge of their duties. They shall at all times have the right of access to all parts of the Theatre.

10. All property must be removed by 8 a.m. on the day after the performance. If any property be left behind, it will be removed at the owner's risk and Rs. 3-50 P. a day will be charged for storing it. If it be not removed within a fortnight, it will be sold by public auction and the rent, etc., due will be recovered from the sale-proceeds, the balance if any, being returned. If the proceeds are not sufficient to cover the dues in full, the balance must be made good by the applicant.

11. Without the special permission of the Director in writing, rent advanced will not be refunded on the ground that the Theatre was not used on the day for which it was reserved nor will any person be entitled in such cases to claim another day in exchange.

12. The applicant must see that all actors or other persons present leave the Theatre as soon as possible after the performance is over. No one can be permitted to sleep at the Theatre or spend the night within the premises.

13. One of the two dressing rooms is exclusively reserved for ladies. The dressing rooms are not to be put to any use other than their legitimate purposes.

14. Permission must invariably be obtained from the Director of Museums, Government Museum at least a day in advance, for the preparation, sale or consumption of food or other refreshments. Any charges that may be due on this account must be paid at the same time.

15. No tents may be erected except at the places allotted for the purpose by the Director.

16. Cars must be parked behind the portico. No cars are to be left within the portico or anywhere on the roads or turf to the south of the portico. Care must be taken to see that sufficient space for traffic is left on all roads.

17. Unless otherwise requested, the Director will ordinarily arrange for the control of traffic by the Police on one side of the compound only, and on such occasions, no cars or carriages will be allowed on the other side. If more arrive they can be parked on the side allotted outside the compound.

18. Societies attached to schools or colleges cannot be recognized apart from the institutions to which they belong. Applications from such societies should be accompanied by letters of authority from the heads of the institutions concerned.

19. (*a*) The applicant must in the first instance pay the necessary rent and advance for other charges required under rules 3 and 4 and (2) (*a*) of the rules as the case may be and then apply to the Commissioner of Police, Madras, for a permit for conducting the performance, meeting, etc.

(*b*) On receipt of the permit from the Commissioner of Police, Madras, he should obtain a licence for the use of the loud-speaker, if any, from the Inspector of Police, F. Division, Chintadripet, after paying the prescribed fee to him.

(*c*) The final reservation of the Theatre will be made by the Director of Museums, Government Museum, Madras, only after the permits mentioned above are obtained and produced at least three clear days before the date of the engagement. If the permits are not obtained and produced in time, the use of the Theatre will be refused and the rent portion of the amount paid will be forfeited to Government.

20. When items of western music are included in any programme, the applicant should write to Messrs. Vernon and Company, Madras, and obtain a certificate from them that no copyright music is involved; if copyright music is involved, the necessary fees should be paid and a permit obtained for playing copyright music. No western music will be permitted if this certificate or permit is not produced.

21. Liability to pay the entertainment tax to the Commercial Tax Office lies with the applicant; and particulars of this tax should be obtained from the Commercial Tax Officer, Madras, before the issue of any tickets for any entertainment.

22. Arrangements for the safety of the bicycles of the members of the public should be made by the applicant. The cycle-stand in the verandah of the Museum Office Building can be used for this purpose after office hours.

23. The Theatre auditorium is licensed to accommodate 511 persons; and on the stage 150 seats (folding chairs) can be arranged, fastened together, leaving a distance of 12 inches between each row of seats during musical concerts when the dais for the concert party is arranged on the closed orchestra pit.

24. The Theatre is well equipped with electrical fittings. So, no temporary wiring will be permitted inside the Theatre. If any special lighting arrangement is required, the lessee should apply to the Electrical Engineer (General), Public Works Department, for specific permission. In the absence of any such permission no special lighting arrangement will be permitted.

25. The Director may withhold the privilege of the use of the Theatre in the case of any person, society or institution infringing the above rules.

All the rules and conditions noted above should be strictly observed.

Application for the use of the Museum Theatre should be made well in advance to the Director of Museums, Government Museum, Madras in the prescribed form.

The Centenary Exhibition Hall.

The Centenary Exhibition Hall in the Government Museum, Madras, will be let out to Cultural institutions and Art societies, etc., for their meetings, annual functions and for exhibitions, subject to the rules and regulations furnished below :—

Rules for regulating the use of the Centenary Exhibition Hall in the Government Museum, Madras.

1. A sum of Rs. 5 towards rent per day and a sum of Rs. 7 per day towards advance for electric current consumption charges will be charged. The total amount of Rs. 12 per day has to be paid in advance.

2. The rent once paid will not be refunded or adjusted to some other dates.

3. The exhibition should be held between 8 a.m. and 6 p.m. only.

4. The provisional reservation of the Hall will be confirmed only on receipt of orders from Government in the matter, if the duration of the exhibition exceeds 7 days.

5. No furniture and no staff will be provided from this office.

6. No one should remain in the Centenary Exhibition Hall after 6 p.m., and none will be allowed to spend the night in the Hall even for safeguarding the exhibits. The Hall may be secured and locked and the keys kept by the party till the exhibition is over. The keys should be handed over to the office at the close of the exhibition.

7. The admission to the exhibition should be free and not by sale of tickets.

8. Any damage done to the Hall, and other fittings including electrical fittings, in the Hall during the applicant's occupancy must be made good by the applicant. The wooden flooring should not be damaged by nails being driven into them or otherwise.

9. All the exhibits and other items in the Centenary Exhibition Hall belonging to the applicant should be removed on the last day or by 8 a.m. on the next day after the exhibition is over, and no extension of time will be given as the hall will be expected to be used by some other party from that day.

APPENDIX.

List of Registers maintained by the Administrative Staff.

Office Superintendent—

1 Confidential personal register.

2 Office order book and periodical register.

3 Office order file.

4 Theatre booking list.

5 Security register.

'A' Section Clerk (Head Clerk)—

1 Personal register.

2 Periodical register.

3 Cash book register.

4 Contingent register for permanent advance.

5 Contingent accounts register.

6 Register of monthly accounts for reconciliation with Accountant-General's figures.

7 Register of bills and cheques, sent to the Accountant-General.

8 Register of Pudukkottai Museum accounts.

9 Register of rent received and remitted to bank for Museum Restaurant.

10 Register of rent and advance for the Museum Theatre.

11 Stock file.

12 Tour advance register.

13 Register of contingent advances.

14 Register of Undisbursed pay.

'B' Section Clerk (Establishment Clerk)—

1 Personal register (general).

2 Periodical register.

3 Stock file.

4 Acquittance register.

5 Festival advance register.

'C' Section Clerk (Store Clerk.)—

1 Stationery registers (4) (A, B, C and D).

2 Register of forms (1) (F).

3 Register of miscellaneous articles (G).

4 Register of photo articles (P).

5 Personal register.

6 Periodical register.

7 Inventory of valuables.

8 Inventory of furniture.

9 Stock book of furniture.

10 Stock register of electric bulbs.

'D' Section Clerk.—

1 Stock register of publications.

2 Sale register of publications.

3 Stock register of photos.

4 Sale register of photos.

5 Personal registers and periodical register.

6 Photo register (1) for order book.

7 Photo register (2) for counter sale.

8 Registers of museum Bulletins sent in exchange.

9 Acquitance register for menials.

10. Stock register of reference books.

'E' Section Clerk—

1 Personal register (general).

2 Personal register for numismatics.

3 Record issue register.

'F' Section Clerk (Duty Clerks)—

1 Personal register.

2 Gallery report book (4) (Archaeology, Anthropology, Botany and Zoology).

3 Register of books sent to Connemara Public Library.

4 Leave application and entry book.

5 Attendance register.

6 Common call book.

7 Evening check book.

8 Morning check book.

9 Tell-tale weekly report register.

10 Menial attendance register.

11 Watchman para initial register.

12 Daily tapal register for registration of currents received.

'G' Section Clerk (Caretaker).—

1 Police attendance register.

2 Wireman and caretaker's attendance register.

3 Register to record the fire-extinguisher test of the theatre.

4 Register of caretaker's overtime fees, collection remittances to bank and claim of half the amount for caretaker.

5 Register of unspent amount claimed as police charges.

6 Personal register.

'*H' Section Clerk*—

1 Personal register for archaeology.

2 Personal register for anthropology.

3 Personal register for art (National Art Gallery).

4 Treasure trove receipt and despatch register.

5 Treasure trove general accession register.

'*J' Section Clerk*—

1 Personal registers (3), Zoology, Botany and Chemistry.

K' Section Clerk—

1 Stamp account.

2 Local delivery book.

3 Register of despatches by post.

PART I

SECTION II

TECHNICAL

SECTION II—TECHNICAL.

As mentioned earlier, in the Introduction to this Manual, the Madras Museum is organized into the following technical sections and the technical work of the Museum is attended to by the Curators and other technical staff attached to each of these sections :—

(1) Art and Archaeology.
(2) Anthropology.
(3) Numismatics.
(4) Botany.
(5) Zoology.
(6) Geology.
(7) Chemical Conservation and
(8) Children's section.

In addition to the above, there are the printing, photographic and Microfilming sections to assist the above scientific sections in their technical work and educational activities, and a free guide service to cater to the needs of the visiting public, in the various galleries of the Museum.

Before entering into the details of the duties and responsibilities attached to each of these sections, it would be helpful to present a broad outline of the functions of the Museum as the exact nature of the work in the various technical sections may be better appreciated against the background of an overall picture of the basic functions of the Museum.

FUNCTIONS OF THE MUSEUM.

1. *Collection and acquisitions.*—The primary duty of the Museum is the collection and preservation of all material that may be of scientific, artistic, archaeological or historical value falling within the scope of the Museum. The scope of the collections of the Madras Museum is primarily restricted to South India and to the Madras State in particular, but representative specimens and objects from other parts of India and even from other parts of the world may also be acquired and preserved provided they are of exceptionally great interest or for the purposes of comparative study. There are several ways of acquiring objects and specimens for the museum. The first method is to purchase objects directly. In the Budget estimates of the Museum a reasonable amount is always provided to meet the cost of specimens, and within this limit, purchases of objects worth acquiring may be made. However, the utmost discretion should be exercised in this matter, and no object should be purchased unless it makes a definite

contribution to the aims and objects of the Museum. Purchase of art objects such as paintings and sculptures for the National Art Gallery is made periodically, but in this matter the Director of Museums is guided and advised by a committee of Art critics which is at present an *ad hoc* committee of the Executive Board of the State Lalit Kala Akademi.

Secondly, objects and specimens, especially those relating to natural history and ethnological material, may be collected by undertaking field trips. A well-planned collection programme is therefore drawn up every year and periodical tours are arranged to places both within and without the State which are likely to be rich sources of material needed by the Museum. The Museum should therefore be well-equipped with modern apparatus and equipment necessary for such field work.

Thirdly, specimens may be acquired through gifts and bequests, but care should be taken to accept only such of those objects that come definitely within the scope of the Museum and are of real artistic, historical, archaeological or scientific value.

Fourthly, material may be received as temporary or permanent loans from institutions or other departments of the Government or from private persons who wish to keep their collections in Museums for the benefit of the public. Before accepting such loans, the terms and conditions under which the loans are made should be settled and special care should be taken to abide by those conditions during the period for which the objects remain on loan.

Finally objects may be acquired through exchange. This is one of the most fruitful sources of obtaining fresh collections not only from other Museums in India but also from Museums abroad for purposes of comprehensive representation and comparative study. Collections of duplicate material should be set apart specifically for exchange purposes and sent out to other Museums (which have objects worthy of acquisition to offer) in exchange for material in which the Museum may be deficient.

Accession of objects for Museum collections, by whatever means they are secured, should be regulated by well defined accession policies which should aim at keeping out material which does not contribute to the aims and objects of the Museum and also at avoiding serious handicaps which may arise through conditions which may be attached to gifts by donors. Three duties, therefore, devolve upon the Director of Museums, in this regard: firstly, to encourage gifts and donations by establishing confidence and goodwill, secondly to refuse boldly and at the same time tactfully all useless objects which would add to the burden of the museum and thirdly, to avoid embarassing conditions attached to gifts that are accepted. Policies of accession should therefore be framed in such a way that they would avoid accepting material on condition that it is kept intact, or exhibited or retained by the Museum

permanently, for the Museum should be free to make the best use of its collections and to make re-adjustments under changing conditions.

2. *Preservation.*—One of the most essential functions of the Museum is the proper preservation of its collections. Adequate provision should be made to protect all Museum specimens and objects from insect pests, dust, climatic effects, thefts, fire, direct sunlight, humidity, etc. The method of preservation varies according to the nature of the object and a considerable proportion of the Museum collections such as bronze icons, wood carvings, ivories, coins, etc., are treated, cleaned and preserved in the Chemical Conservation Laboratory attached to the Museum.

3. *Registering and documentation of the collections.*—Proper registration and documentation of all the specimens in the Museum collections in the various sections is another important function of the Museum. The Curators of the various sections maintain registers and card indexes of all the specimens and objects in their respective charge and also extensive series of photographs of all the important objects in the collections in a series of albums which constitute a more or less complete photographic record of the collections in the Museum.

4. *Storage and display of the collections.*—After acquisition, preservation and registration, the next important step is to decide whether the material acquired and preserved should be exhibited in the public galleries or whether it should be set aside for purposes of study and reference by students, scholars and research workers. The modern museum practice is to exhibit only a carefully selected series of objects and store up the others for study in the reference collections. Generally speaking, material intended for display to the public should contain key material of public interest, while the reference collection should contain all other specimens and objects including duplicates, which may not be quite suitable for display but are of importance for study and research purposes. Adequate storage facilities consisting of dust-proof and pest-proof cabinets and cupboards should therefore be provided for.

5. *Interpretation, Labelling, etc.*—It is not enough if the museum merely acquries material, stores them in reference collections or displays them in its public galleries. They should also be properly interpreted to the public if they are to be meaningful and serve any useful purpose. Labelling of the stored as well as of the exhibited material is therefore a matter of primary importance in the museum and is one of the essential Curatorial functions. In addition to the labels, which should be both in English and the regional language, the Guide books prepared and offered for sale at nominal rates at the Sales counter and the free Guide service provided in the Galleries also serve the function of interpretation of the Museum exhibits to the lay visitors.

6. *Research and Publications.*—Research on the collections of the Museum and on problems relating to the various fields covered by the Museum, and the publication of the results of such researches in the Bulletins of the Museum or in other recognized scientific journals constitute another important function of the Museum. The Bulletins published by this Museum are sent to many institutions both in India and abroad who send their publications in return on exchange basis.

7. *Educational services.*—The Museum should have a well-organized programme of educational activities. These include special lectures, demonstrations to school teachers, training courses in Museum Technique, guided tours round the galleries, sale of audio-visual aids such as photographs, picture-postcards, reproductions and replicas, organization of educational film shows, regular special exhibitions of new and interesting exhibits to focus public attention on them, publication and sale of popular folders and guide booklets on the collections of tne Museum and rendering facilities to scholars, research workers and others in connection with their studies. Such activities enhance the educational utility of the Museum and are calculated to stimulate the interest of students, teachers and the visiting public in the Museum and its contents.

8. *Museum Publicity.*—In order to help the Museum play its role as an educational institution effectively, it is necessary to give adequate publicity to the Museum. This is achieved mainly by means of attractively designed posters which are prominently displayed at all important railway stations and tourists centres. Picture postcards, folders, pamphlets, etc., highlighting the contents of the Museum, popular illustrated articles in the newspapers contributed by the scientific staff of the Museum, special exhibitions of selected objects put up from time to time to illustrate special themes and recent additions, which are adequately announced in all the local dailies and lectures and radio broadcasts delivered by the Curatorial staff on the collections of the Museum also help greatly in popularising the Museum and giving it wide publicity.

Work in the Technical sections.

Museum work is largely of a technical nature and consists mainly of such highly technical procedures as collection, preservation, conservation, restoration, identification, storage, display, labelling, etc. For detailed particulars regarding these technical aspects of the work of the Museum reference may be made to the Handbook of Museum Technique published by this Museum in 1960.

However, the official procedures involved in the discharge of the above functions and in the day-to-day working of the technical sections, together with a list of the duties of the various technical personal and the rules and regulations to be observed in the matter of registration, catalogueing, acquisitions, transactions relating to

the drawal of stores, photographic work, work in the galleries, educational activities, etc., can be conveniently incorporated in the present manual.

It should be observed, however, that the systems, procedures, duties, etc., pertaining to the various technical sections of the Museum are more or less common to a great extent and the greater part of them can be reduced to a common pattern. But in addition to those points which are common to all the sections, there are also a few items peculiar to the various sections and which are of a specialised nature. It would therefore be convenient to deal with these details in two broad categories, namely (i) those which are common to the various scientific sections and (ii) those which are peculiar to each section.

DUTIES, PROCEDURES, ETC., COMMON TO ALL THE SCIENTIFIC OR TECHNICAL SECTIONS.

I Accessions.

Registering, numbering, cataloguing and card indexing of specimens and objects acquired for the Museum.—The Curator of each section is responsible for the proper registration and cataloguing of the collections in his charge. Whenever any work of art or a historical object or a scientific specimen enters the Museum, it must be identified immediately by some clear and ready means and its entry and subsequent disposition must be accurately and permanently recorded.

Registration of Museum objects.—A register, by definition, is an official written record, and to accession is to record an increase or augmentation. The registration of the objects, as they are accepted for the museum collections is done by entering each object, as it comes in the Accession register which is maintained by the Curator of each section. It differs from cataloguing, the function of which is to classify objects methodically and usually with discriptive detail; cataloguing objects in a museum or arranging them in their proper classificatory order or chronological sequence requires special knowledge and takes time, and this work is done by the Curators after the initial registration, assisted by the Assistant Curators.

Numbering system in registering.—Since each object in the museum is identified by its number the first step in planning registration is the determination of the numbering system. The registration or accession number should be one that can be assigned and attached to an object by the Curator as soon as it is officially accepted as a permanent accession. Generally, for permanent accessions, the first part of the accession number is usually the year, and changes annually; the second part of the number begins with " 1 " each year and runs consecutively extending right up to the number given to the final accession for that year.

In the case of accessions which consist of single items, a number composed of two parts (the year and the number assigned to the object within the year of its acceptance, i.e. 6301. 63/2, etc.) is quite sufficient. But when large collections are received at one time from a single source, it is not always possible to determine immediately the exact number of objects to be accessioned ; therefore it is convenient to use in such cases, an accession number composed of three parts, namely, the year of acquisition, the number assigned within that year to a collection accepted at one time from a single source such as an expedition, gift or bequest, and the serial number of the individual item within that collection.

For example, in the year 1963, the numbers 63/1 to 63/5 both inclusive, would be assigned to the first five accessions, each consisting of a single object. The sixth accession, if it consists of a group of objects from a single source received at one time, would receive the number 63/6 and each individual item within that group a sub-number thus, 63/6/1, 63/6/2, 63/6/3 and so on, and the twenty-second object in that group, for instance, would receive the number 63/6/22.

Marking of specimens and objects.—It is essential that all objects should be marked with permanent accession numbers as soon as possible after they have been officially accepted. As far as possible the accession numbers, as entered in the Accession Register, should be painted with durable paint on the object itself, as in the case of sculptures, terracottas or potsherds, and stone and iron implements, but where this is not practicable, the number should be written in good waterproof Indian ink or enamel paint on a tag and attached to the specimen, or if it is a wet-preserved biological specimen preserved in jars, the number may be written with waterproof Indian ink on labels both outside and inside the specimen bottle. The exact method of marking varies from specimen to specimen, according to the nature of the objects, the material of which they are composed and state and nature of their preservation.

The Accession Register.—The columns in the Accession Register, maintained by each Curator conform to a more or less common pattern, furnishing the minimum of essential details, and are as follows :—

Serial number.	Date of entry.	Description of the article.	Locality.	Received from	Price.	Reference to records.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

It is essential that a full description of the object, together with measurements, if any, should be given in column '3' and reference to records should be enter in column '7', i.e., the reference number of the office file in which the subject of the acquisition of the particular object is dealt with. Further, in the

last column (Remarks) the nature of the preservative treatment is entered; in addition to this, the number or name of the cabinet, almirah, box or show case in which the object is placed should be noted, in pencil, in the first instance, to enable one to locate the object easily; and when the object is transferred from one location to another, a corresponding change in the pencil entry should be made in the last column; a cross reference to the permanent card catalogue should also be entered in the Remarks column. When any object or specimen is condemned and discarded, its accession number in the Accession Register is rounded off with a note in the Remarks column stating the reasons for the same.

Cataloguing and card-indexing.—In view of the enormous number of objects and the vastness of the collections, it is usually impracticable to make a complete catalogue of all the collections and keep it up-to-date. Catalogues written up in ledgers and bound note books become out of the date as the collections rapidly expand. Therefore the modern trend in all museums is to maintain card catalogues or card indexes, and in the Madras Museum also this system has been introduced, where, except in the Numismatics section which maintains permanent stock registers in ledger form, card indexes in steel card cabinets are being maintained in all the sections. These index-cards are arranged according to the scientific classification of the specimens and stacked in the index cabinets. Each card represents a single object, and should contain the Accession number (in the upper left hand corner), the name of the object, the date of accession, locality, date of collection, description of the object, the period, the name of the donor (if it is a gift), measurements, classification and its location (i.e. the number or name of the show case, cabinet, box, cupboard or almirah and the name of the gallery or the store room in which the object is exhibited or stored. The cards used are standard library index cards. The card index thus not only serves as a classified index to the entire collections, but also provides a ready means of locating the specimens precisely at short notice, in a large collection. Details of the list of Registers maintained by each section together with their column heads are given in Appendices II to XI.

Registration and custody of valuable specimens.—Among the various technical sections of the Museum, the Numismatics, Anthropological and Archaeological Sections contain particularly valuable specimens such as gold and silver coins and other valuable gold and silver ornaments, jewels and bronze coins, acquired as treasure trove items. The coin collections and the Anthropological treasure trove objects such as jewellery, etc., are kept locked in iron safes in a strong room. The strong room is provided with a double locking system and the keys are in the joint custody of the Director and the Curator for Numismatics. Every time the strong room is opened and locked, the seals on the lock are broken and the locks are again sealed up in the presence of both

the Director of Museums and the Curator with their respective personal seals.

All the coins (gold, silver and copper) in stock are placed in thick paper envelopes stacked in proper classified order in wooden trays which are stored in iron safes. Lead coins are stored in steel cabinets as they tend to disintegrate in wooden trays. All the coins in stock are entered in the stock registers with their weights, classified according to their various types and transferred from the Accession Register into the stock registers under the appropriate class or dynasty and relevant references to the pages in the stock registers to which the coins have been transferred are made in the Accession Register against each accession. There is also a separate Register maintained for recording details of coins taken out of the coins room for study or examination, or replaced therein after such study or examination. In this register, both the Director of Museums and the Curator of Numismatics affix their signatures with date, after checking the coins both when they are taken out and when they are replaced. This register is always kept within the strong room.

Gold and silver ornaments and jewellery received as treasure-trove are kept in a separate safe in the custody of the Curator for Anthropology in the same strong room, but he maintains separate book registers for these gold and silver articles. These valuable specimens, coins as well as treasure trove gold and silver articles are checked annually by the Collector of Madras with corresponding entries in the stock registers.

Similarly, the study collection of bronze coins are in the joint custody of the Director of Museum and the Curator for Archaeology and are stored in a strong room adjoining the Curator's room with a double lock, the key of one lock being with the Curator and the other with the Director of Museums. A register is maintained for entering coins taken out of the room or replaced therein. In this register, both the Director and the Curator for Archaeology affix their signatures with date, after checking the objects both when they are taken out and when they are replaced. This register is always kept within this strong room.

Valuable specimens in other sections, such as the sinistral chanks and ivory tusks in the Zoology Section and Gemstones, etc., in the Geology Section are entered in the Valuable Inventory Register and are in the sole custody of the Curators of the respective sections. They are checked annually by the Director of Museums during the annual verification of the valuable articles.

Acquisition by purchase.—(1) The Director of Museums is empowered to purchase specimens and objects for the Museum either from the open market, or from firms or private individuals, without any monetary limit, subject to the existence of Budget provision under the head " Cost of Specimens ". When the budget provision is exhausted, specific sanction of Government has to be obtained in each case and the necessary additional appropriation

applied for if specimens which are really worth acquiring are available. In deciding upon the purchase of specimens, the Director of Museums may be guided by the recommendations and advice of the concerned Curators, but he is not bound to accept their recommendations. The Curators shall not propose nor recommend the purchase of any specimens or objects unless they are satisfied that (i) it cannot be easily procured otherwise and (ii) it is not likely to be a stolen property.

(2) Purchases of specimens for the Museum may be made in all cases without calling for quotations.

(3) The price of all objects purchased should be entered in the appropriate column in the Accession Register.

Gifts, donations, etc.—(1) Gifts and donations received from other institutions and private individuals may be accepted provided they come definitely within the scope of the Museum's collection.

(2) Gifts and donations may be taken delivery of by the Curators or Assistant Curators and the transactions immediately intimated to the Director of Museums or, in his absence, the Assistant Director of Museums, provided that,

(i) no conditional gifts shall be accepted, except in very special cases when the terms and reasons therefor should be recorded in the Remarks column of the Accession Register and

(ii) the gift offered is not likely to be a stolen property.

(3) Every accepted gift or donation to the Museum shall be immediately acknowledged with a written acknowledgment, and the name of the donor and the particulars of the gift should be mentioned in the Administration Report for the official year concerned.

(4) Every article presented, donated or bequeathed shall, immediately on its receipt and official acceptance, be entered in the Accession Register and later transferred to the permanent Stock Register or Card catalogue as the case may be.

(5) The Director of Museums reserves the right to label, exhibit, or store in the reference collection any gift or donation in the manner, which, in his opinion, may seem most suitable, in accordance with the general principles of Museum display.

Acquisition of specimens through Collection.—Specimens and objects may also be acquired by Curators through actual collection during field trips; for details relating to tours undertaken by Curators for the purpose of collecting specimens, reference may be made to the section on "Tours" below.

Exchange of specimens.—(1) The Director of Museums may consider proposals for exchange of specimens and object from other museums and institutions provided the specimen or object offered is of outstanding value and is unrepresented in the collections of the Museum.

(2) When procuring specimens on exchange basis, the Curator of the respective sections shall decide on the acceptability or otherwise of the transaction and make such recommendations as he may feel necessary to the Director of Museums, who may thereupon issue the necessary orders at his discretion, accepting or rejecting the exchange, as the case may be.

(3) In all matters of exchange, the intrinsic, antiquarian or scientific value of the specimens or objects in question should be taken into consideration, apart from their merely monetary value.

(4) As for as possible only duplicate specimens and objects of secondary importance should be selected from the collections of this Museum to be offered in exchange to other institutions.

(5) The Accession number of the specimens or objects given away in exchange should be rounded off in the Accession Register with a note in the Remarks column giving briefly the particulars relating to the exchange.

Models, Photographs, etc., prepared or acquired for display.—(1) All models, replicas, etc., required for permanent or temporary exhibition in the Galleries, whether they are purchased, acquired as gifts or prepared in the sections either by the technical Assistants, or Artist-Modeller, should be entered in the Accession Registers and Card Catalogues and treated exactly as original specimens and objects for purposes of registration.

(2) All photographs, sketches and maps prepared or purchased for use as exhibits should be entered in the Accession Registers and Card catalogues and treated exactly as specimens, objects and models for purposes of registration.

(3) The prices of all models, photographs, maps, etc., purchased should be entered in the appropriate column in the Accession Register.

Correspondence, Payment of bills, etc., relating to acquisitions.—(1) In all cases of acquisitions, whether by purchase, gift or exchanges, the reference number of the file relating to the subject should be entered in the appropriate column, "Reference to Records" in Accession Register.

(2) The Accession number as entered in the Accession Register, should be entered also in the relevant file dealing with the correspondence on that subject, without which the file should not be closed.

(3) The Accession number as entered in the Accession Register should be entered in all the bills pertaining to the purchases of the relevant specimens or objects, without which the bills should not be passed for payment.

(4) Whenever any new accession is entered in the Accession Register, the Curator should put it up to the Director of Museums for verification and obtain his attestation in the last column (Remarks column) of the Accession Register.

II. PHOTOGRAPHIC WORK IN THE SCIENTIFIC SECTIONS.

(1) All photographic work in the various Curatorial sections shall be carried out by the Photographer, on an indent made out by the Curator and sanctioned by the Director of Museums or in his absence by the Assistant Director of Museums, in the registers prescribed for the purpose.

(2) The Curator himself may photograph objects in the field while on tour, if he is not accompanied by the photographer.

(3) All new photographic negatives and lantern slides prepared in the sections should be entered serially in registers maintained for the purpose by the Curator in each section, or in his absence, by the Assistant Curator and the serial numbers given in the registers should be entered at the corners of the respective negatives and slides.

(4) All photo prints prepared in the section shall be pasted in the proper order in the sectional albums and the corresponding negative numbers mentioned inconspicuously in a corner of the print to facilitate ready identification of the corresponding negative.

(5) The Registers of photographic negatives and lantern slides should be maintained up-to-date and should be submitted to *the Assistant Director of Museums for scrutiny by the 10th* of each month with the entries of the previous month entered up-to-date.

(6) Enlargements required for display in the galleries may either be prepared by the photographer from the available negatives in the sections or may be purchased; in either case, they should be entered in the Accession Register.

III. PRESERVATION AND LABELLING OF THE COLLECTIONS.

(1) The Curators shall be primarily responsible for the proper preservation of all specimens, objects, models, photographs and sketches either in storage or on display, subject to the availability of the necessary chemicals and laboratory equipments in the sections.

(2) In the work of preservation, the Curators shall be assisted by the Assistant Curators, Technical Assistants, Attenders or Taxidermists of the respective sections.

(3) In the case of those objects such as sculptures in stone or metal or wood, coins, ivories, manuscripts, iron implements and organic material for which specialised chemical, electro-chemical or electrolytic processes of conservation and restoration are required, the Curators of the section concerned shall arrange to send them to the Chemical Conservation section for treatment after entering the details of the objects in

the Register of preservatory treatment maintained for the purpose. In all other cases, such as Zoological, Botanical, Geological and Ethonological material, the preservation shall be attended to in the respective sections by the concerned Curators themselves.

(4) Specimens and objects damaged or decayed by age or any other circumstances beyond control shall be condemned and written off by the Curators concerned with the approval of the Director of Museums.

(5) The Curators shall be primarily responsible for the proper drafting and preparation of the labels. They should get them properly printed, mounted, bound and exhibited in the galleries. The Curators shall also be responsible for the preparation of hand-painted labels, sign-boards, charts, maps and sketches for display in the galleries and for the proper labelling and storage of all the objects in the reserve collections. In all these items of labelling work, the Curators shall be assisted by the Printing section, Technical Assistants, Taxidermist, Attenders and, in special cases, by the Artist-modeller.

IV. Maintenance of the Galleries.

(1) The public galleries of the Museum should be opened and closed at the specified hours every day except on the weekly holidays (Fridays) and on National Holidays, by the gallery peons under the control and supervision of the Duty Clerks and the Duffadar.

(2) The concerned gallery guards or peons posted in each gallery shall be responsible for the cleanliness and tidiness inside the gallery including the exterior of the show cases. All dust and dirt found on the exterior of show cases should be cleaned by him at once except in those cases where the dust is found settled in positions which are inaccessible or on actual exposed exhibits, when the matter should be reported to the Duty Clerk.

(3) Any damage, defect or irregularity in the galleries, or the presence of dust or dirt or defects inside show cases, noticed by the gallery guards or peons should be reported by them at once to the Duty Clerk during the latter's rounds in the galleries.

(4) The Duty Clerk, on receipt of such reports as mentioned in paragraph 3 above, or whenever he himself notices any damage, defects or irregularity during his daily rounds in the galleries shall enter all such items in the respective gallery report books maintained by him for the purpose and submit the report books to the respective Curators concerned immediately for necessary action. The concerned Curators, assisted by their technical staff, shall rectify the defects and record the fact that they have been

rectified, together with their initials and date of completion in the report books and return them to the Duty Clerk who will round off the serial numbers of the completed items. The gallery report books shall be submitted to the Director of Museums every week on Wednesdays for perusal along with the diaries of the technical staff.

(5) In addition to the daily checking of the galleries and the work of the gallery guards and peons by the Duty Clerk, the galleries should be inspected at least once a day by the respective Assistant Curators and at least once a week by the respective Curators, and the Curators, assisted by the Assistant Curators and other technical staff shall arrange for the retification of such defects as they might notice; the Curators may maintain for their own convenience, if necessary, a Gallery Check Book, to record the notes of their weekly inspection of their respective galleries. The Duty Clerk's Report books and the Gallery Check Books of the Curators are more or less of the same form and the columns in these books are as follows :—

Date.	Serial number.	Name of Gallery.	Defects, if any.	Action taken to rectify defects.	Date of completion with Curators initials.
(1)	(2)	(3)	(4)	(5)	(6)

(6) Cases of stealth, misplacement or any other undesirable happenings in the galleries should be prevented, if possible by the gallery guards or peons on duty and should be promptly brought to the notice of the Curator, or in his absence, the Assistant Curator by any member of the staff who first happens to notice them.

(7) In the event of any breakage of glass-panes of show cases by visitors in the galleries, the Duty Clerk shall personally inspect the damage, arrange to take measurements of the broken glass-pane, ascertain its cost and recover the cost of the glass-pane on the spot from the visitor or visitors responsible for the damage with the approval of the Director of Museums. The amount thus collected should be handed over to the Head Clerk for remittance to the bank. The Duty Clerk should then take immediate steps to protect the exhibits in the damaged show case temporarily with card board or paper cover and enter the details of the damage in the Gallery Report Book and submit it to the Curator concerned for immediate action. The Curator will then arrange through the Store Clerk for the purchase of a fresh glass-pane and have it fitted up with the assistance of the Museum carpenter or other technical staff as expeditiously as possible. If the breakage was due to the carelessness of the peons, the cost of the glass-pane should be recovered from the gallery guards or peons concerned.

(8) No exhibit or its label shall be displayed in the gallery without the approval of the Curator concerned,

(9) The Curator shall arrange for the proper display and labelling of all exhibits in the gallery, and the provision of suitable backgrounds and show cases for such exhibits with the assistance of his technical staff.

(10) No exhibit or label should be withdrawn from the gallery without the permission of the Director of Museums. However, the Curators may temporarily remove, of their own accord specimens, labels and exhibits from the galleries for purposes of preservation, mounting, renovation or arrangements for better display.

11. All the galleries shall be inspected once a quarter by the Assistant Director of Museums who will record the notes of his inspection in the respective Gallery Report Books for necessary action by the Curators concerned. The Curator. and if necessary the Curator for Chemical Conservation section and other members of the Technical Staff of the sections concerned shall accompany the Assistant Director of Museums during his quarterly inspection of the galleries.

V. Sectional Libraries and Reference Books.

Each Curatorial section is equipped with a Sectional Library consisting of essential reference books needed for the day to day use of the section for identification, etc. The Curators may recommend the purchase of new reference books essential for the Sectional Libraries from time to time to the Director of Museums, who shall purchase them subject to the availability of funds. All reference books issued to the Sectional Libraries are entered in a stock register of Sectional Library Books maintained by the 'D' section clerk who obtains the acknowledgment of the concerned Curators in the Register when he issues the books. The books entered in the Sectional Library Register are checked once a year by the Assistant Director of Museums.

VI. Work Relating to Educational Activities.

1. *Special Exhibitions.*—As a rule, there shall be a special exhibition of recent additions or other exhibits of interest once a month according to a programme drawn up for the entire year by the Director of Museums in advance in consultation with the Curators concerned. All Curatorial sections shall participate in such special exibitions by turns.

2. The Curators concerned shall arrange to conduct the Special Exibition assisted by the Assistant Curator, Technical Assistants Attenders, Taxidermits and, if necessary, the services of the printing section, photographic section, the Artist-modeller and Carpenter may be utilized for specialised work connected with such exhibitions with the approval of the Director of Museums.

3. Due publicity shall be given in advance for all Special Exhibitions in the Local dailies (both English and vernacular) through the 'E' section clerk by issuing a Press Note, a copy of which shall also be sent to the Director of Information and Publicity.

4. The Curators shall also arrange for the participation for the respective sections in such exhibits conducted by other departments, institutions or organizations (held within or outside the premises) of the Museums as the Director of Museums may direct with the prior sanction of Government.

5. The Assistant Director of Museums shall be in over-all charges of all special exhibitions and shall supervise all arrangements connected with them.

6. *Lectures.*—(1) The Director of Museums, Assistant Director of Museums, Curators and Assistant Curators, may deliver lectures on subjects pertaining to their respective fields of study to college and university students and others within the Museum permises, and such work shall normally be considered as part of their regular duties. They may however, accept such remuneration (if any) as may be offered therefore only with the prior sanction of Government.

(2) The Director of Museums, Assistant Director of Museums Curators and Assistant Curators may also deliver lectures in other Departments, institutions and organizations on receipt of a specific request from them and such work shall be treated as duty, but they may accept remuneration for such lectures only with the prior sanction of Government. No T. A. or D. A. or any other allowance from State funds may be normally claimed for such work.

(3) The Assistant Director of Museums, Curators and Assistant Curators shall deliver lectures only after obtaining prior permission of the Director of Museums, and if such lecturers are delivered under instructions from the Director of Museums, they may claim T. A. and D. A. for the same in the event of the lectures being delivered outside the City, and actual conveyance charges admissible under the rules if the lectures are delivered within the City.

7. *Facilities to Students, Research workers and others.*—(1) Affording facilities to Students, research workers and others to examine the collections, consult books in the section, etc., is part of the duties of the curatorial sections.

(2) Requests for information and facilities from students, research workers and others may be received by Curators, and Assistant Curators, and if they are of a minor nature not likely to take up any length of time, they may be complied with straightway.

(3) In all cases, however, were a student, scholar, research worker or any other person approaches a Curator directly for any major official facilities of a substantial nature, the latter should immediately direct him to the Director of Museums (or, in his absence, the Assistant Director of Museums), to whom he will explain the purpose of his visit orally or in writing, when the Director of Museums (or in his absence, the Assistant Director of Museums) shall issue a written permission. Only after the issue of this written permission, the Curators may afford the person concerned the necessary facilities.

(4) Persons engaged in the study of any of the subjects dealt with by the Curatorial Sections in the Museum, who may desire to examine any part of the collection with greater attention than can be done in the normal way in the galleries by viewing the exhibited mateiral alone, or who may have occasion to make drawings of anything contained in the collections shall apply to the Director of Museums stating the purpose for which they seek such permission and specifying the specimens or other objects they wish to examine or sketch. The Director of Museums shall exercise his discretion in granting the permission. After the permission is granted the Curators of the respective sections shall make the specimens in question available for inspection, study or sketching.

(5) When the specimens are being examined or sketched by the outsiders, the Curator shall himself be present on the spot, or depute the Assistant Curator, Technical Assistant, Attender or Taxidermists to wait on those consulting the collections.

(6) All specimens and objects loaned for study or other purposes outside the museum premises shall be entered in a Loans Register maintained for the purpose by the Assistant Director of Museums.

(7) Loans of exhibits, specimens, objects, etc., to other Museums, outside Exhibitions, and other institutions, etc., should ordinarily be made only after obtaining orders of Government.

VII. Research and Publications.

(1) The Director of Museums, Assistant Director of Museums and Curators shall conduct research on their respective subjects of specialization as part of their regular duties and publish the results of such research in the Bulletin of the Museum or in any recognised journals.

(2) In addition to the original research referred to in paragraph (1) above, the Director of Museums, Assistant Director of Museums and Curators shall also prepare and publish popular illustrated Guide Books to the whole or parts of the Galleries of the Museum pertaining to their respective fields.

(3) The Photographers, Artist-Modeller, Technical Assistants and Attenders in the Technical sections shall assist in the preparation of illustrations for all museum publications.

(4) The Director of Museums, Assistant Director of Museums Curators and Assistant Curators, may also publish popular articles on subjects pertaining to their respective fields in journals and dailies and accept the remuneration therefor.

(5) The Assistant Director of Museums, Curators and Assistant Curators, shall, however, submit a copy of the articles and papers they wish to publish, to the Director of Museums for perusal and formal approval before sending them for publication.

VIII. DIARIES.

All the Curators, Assistant Curators, Gallery Guides Artist-Modeller, Photographer, and Carpenter shall maintain diaries recording in detail the daily work done in the sections. The diaries of the Curators shall also contain brief mention of the work of the Technical Assistants, Taxidermists and Attenders in their respective sections. Details of research work, preparation of exhibits, preservatory work, labelling educational services and all other items of Curatorial work are entered in the diaries of Curators. The Assistant Director of Museums shall make weekly entries in the diary detailing the work of the section of which he is in charge. All the diaries shall be submitted to the Director of Museums through the office every Wednesday morning, or if Wednesday happens to be a holiday, in the forenoon of the next working day.

IX. Technical Correspondence.

All technical correspondence should be dealt with by the Curators of the respective sections. They shall be consulted by the Clerks of the respective sections on all technical matters and the Curators shall scrutinize all drafts relating to technical matters dealing with their respective sections. Difficult drafts involving much technical information shall be prepared by the Curators themselves, and all fair copies of letters, reports etc., containing technical terms shall be scrutinized and corrected, if necessary, before they are put up to the Director of Museums for Signature.

Duties. Procedures etc., Special or Peculiar to the Individual Scientific or Technical Sections.

I. Art and Archaeology Section.

The staff of the Art and Archaeology section consists of a Curator, two Assistant Curators, and an Attender or a Technical Assistant; in addition to these, the Museum carpenter is normally attached to this section, but his services may be requisitioned by other sections as and when required. For details regarding duties of the Carpenter, see under "Duties of Carpenter" below.

DUTIES.

Curator.—In addition to the general care and maintenance of the Archaeological galleries, the preservation, storage and labelling of the reserve collections, the collection, preparation display and installation of Archaeological exhibits in the galleries and attending to work relating to educational services and research and publications in Art and Archaeology, the Curator of this section attends to the following special duties:—

(1) Care and maintenance of the National Art Gallery.

(2) Maintenance of the Minutes books of the National Art-Gallery Committee.

(3) Assists the Director of Museums in convening the meetings of the National Art Gallery Committee for the selection and purchase Art objects for the National Art Gallery.

(4) Holds joint custody of the valuable reference collection of bronzes along with the Director of Museums.

(5) Examines treasure trove objects pertaining to the Archaeological section (either their photographs or originals) to decide whether they are worth acquiring and advises the Director of Museums on the advisability or otherwise of acquiring the objects and

(6) Holds responsible charge of all articles and equipments in the Archaeology Section, Archaeology galleries and the National Art Gallery.

Assistant Curators.—(1) Assists the Curator in all the routine work of the section, thus relieving the Curator for attending to research and educational activities.

(2) Attends to the labelling, card-indexing and cataloguing of the Archaeological and Art collections of the Museum.

(3) Checks the Archaeological Godown and Archaeological shed once a week and arranges for their cleaning and proper upkeep.

(4) Attends to the duties of the Curator in the absence of the Curator and

(5) Attends to the duties of the Gallery Guides in the Galleries pertaining to Archaeology in the absence of the Gallery Guides.

Attender or Technical Assistant.—(1) Attends to the cleaning and dusting of all the exhibits, labels and show cases in the Archaeological Galleries and in the National Art Gallery.

(2) Attends to the cleaning and dusting of the Archeaological Godown and Archaeological shed and the collections stored therein.

(3) Prepares, mounts and instals exhibits in the Archaeological galleries and the National Art Gallery under the supervision of the Curator or Assistant Curator.

(4) Attends to the painting and distempering of show cases in the Archaeological Galleries and the National Art Gallery.

(5) Prepares and paints labels, charts, maps, and pen and ink drawings either for the galleries or for publications.

(6) Takes estampages of stone inscriptions and copper plates.

(7) Numbers photo-negatives and prints and pastes these in the sectional albums.

(8) Numbers newly acquired specimens and objects and renumbers old objects wherever the accession numbers are faded or erased.

(9) Attends to the transfer of objects for preservation, study, photographing, renovation, etc., to and from the Archreological galleries and the National Art Gallery.

(10) Accompanies the Curator on tours when required and

(11) Attends generally to all the technical work pertaining to the Archaeological galleries, National Art Gallery and the reserve collections.

Procedure for Purchasing Paintings and other Art Objects for the National Art Gallery.

1. All art objects intended to be purchased for the National Art Gallery shall be placed by the Director of Museums for selection before the Special Committee for the National Art Gallery.

2. The Director of Museums shall obtain specific sanction of Government for the purchase of those items selected by the said Committee at the prices approved by the committee.

3. The Director of Museums shall convene a meeting of the Special Committee of the National Art Gallery as often as necessary for the selection and purchase of art objects for the National Art Gallery, subject to the availability of funds.

4. The Curator for Art And Archaeology shall assist the Director of Museums in all arrangements connected with the convening of the said meetings.

5. The Director of Museums shall be generally guided by the advice and decisions of the Special Committe of the National Art Gallery in all matters pertaining to the administration of the National Art Gallery.

Valuation of Art Objects.—The value of all art objects in the National Art Gallery and the Archaeological section shall be assessed and entered in the concerned registers against the relevant items.

Extracts from the Visitors' Books of the National Art Gallery.

True copies of the entries in the Ordinary visitor's Book and Distinguished visitor's Book of the National Art Gallery shall be circulated to all members of the Special Committee of the National Art Gallery every month. The 'H' Clerk dealing with the correspondence relating to the National Art Gallery attends to the submission of this periodical.

II. Anthropology Section.

The staff of the Anthropology section consists of a Curator, an Assistant Curator and a Technical Assistant or Attender.

Duties.

Curator.—In addition to the general care and maintenance of the Pre-History, Mojenjo-Daro, Ethnology, Musical Instruments and Arms Galleries, the preservation, storage and labelling of the reserve collections, the collection, preparation, display and installation of exhibits in these galleries, and attending to work relating to educational services and research and publications in Anthropology and Pre-history, the Curator of this section attends to the following special duties:—

(1) Examines treasure-trove objects pertaining to Anthropology, such as antique jewellery, ornaments, etc., to decide if they are worth acquiring and advising the Director of Museums on the advisability or otherwise of their acquisition.

(2) Holds responsible charge of the valuable collections of gold and silver treasure trove objects relating to Anthropology stored in the strong room.

(3) Holds responsible charge of all articles and equipment in the Anthropology section and Anthropology galleries.

Assistant Curator.—(1) Assists the Curator in all the routine work of the section, thus relieving the Curator for attending to research and educational activities.

(2) Attends to the labelling, card-indexing and cataloguing of the Anthropological collections.

(3) Checks the General Godown and Ethnology Store Room once a week and arranges for their cleaning and proper upkeep.

(4) Attends to the duties of the Curator in the absence of the Curator and

(5) Attends to the duties of the Gallery Guides in the Galleries pertaining to Anthropology in the absence of the Gallery Guides.

Attender or Technical Assistant.—(1) Attends to the cleaning and dusting of all the exhibits, labels and show cases in the Anthropological Galleries.

(2) Attends to the cleaning and dusting of the General Godown and the Ethnology Store Room and the collections stored therein.

(3) Prepares, mounts and instals exhibits in the Anthropology Galleries, under the supervision of the Curator or Assistant Curator.

(4) Attends to the painting and distempering of the show cases in the Anthropology Galleries.

(5) Prepares and paints labels, charts, maps and pen and ink drawings either for the galleries or for publications.

(6) Numbers the photo negatives and photo prints prepared in the section and pastes the photo prints in the sectional albums.

(7) Numbers newly acquired specimens and objects and renumbers old objects wherever the accession numbers are faded or erased.

(8) Attends to the transfer of objects and specimens for preservation, study, photographing, renovation, etc., to and from the Anthropology Galleries.

(9) Accompanies the Curator on tours when required and

(10) Attends generally to all the technical work pertaining to the Anthropological Galleries.

III. Numismatics Section.

The Staff of the Numismatic Section consists of a Curator and a Technical Assistant or Attender. The Curator, Numismatic section is in-charge of the collection of coins, medals. seals, stamps and historical documents in the museum. The Director of Museums is the joint custodian of the coins collection.

Rules and Procedures pertaining to the Working of the Numismatics Section.

General.

1. The Curator, Numismatic section should furnish a security of Rs. 500 in the form prescribed in the Article 279 of M.F.C. Vol. I, and execute a bond.

2. He is solely responsible for the safety of the coins etc., brought from the coins room for his examination or for any other purpose approved by the Director of Museums till they are replaced in the coins room.

Duties of the Curator.

3. His general duties are:—

(1) Maintenance of registers prescribed for the section.

(2) Examination of Treasure Trove coins.

(3) Identification of coins in the Museum cabinet.

(4) Transfer of coins from the accession registers to their respective stock registers.

(5) Taking the weight of coins and entering it in the registers.

(6) Preparation of plaster cast and metal cast impressions of coins for purposes of both sales and display in the Gallery.

(7) Sale of surplus coins.

(8) Rendering help to private individuals and educational institutions to identify and supply information on coins in their collections.

(9) Study of Numismatic literature.

(10) Training teachers in Museum methods in Numismatics and delivering lectures to students as and when called for.

Rules for the work in the Numismatic section.

(*A*) *General Rules.*—(1) When a treasure trove coin is reported, it should be examined and a detailed record prepared and entered in the coin Treasure Trove Register.

(2) If the coins are worth acquiring, it should be decided whether the whole or part has to be acquired. Orders of Government should be taken in every case for the acquisition. Those acquired should then be entered in the coin Treasure Trove Acquisition Register.

(3) When only one specimen is found it should be reserved for the Madras Museum.

(4) When more coins are acquired, coins required for the Museum should be set apart and from the balance one coin in each variety should be distributed to the institutions in and out of India in the order arranged in the list prescribed by the Govenment of India.

(5) Before distributing coins to the several institutions, a list of the coins available for distribution should at first be sent to them in advance so that their requirements may be ascertained. The coins will then be distributed and a record entered in the coin Treasure Trove Distribution Register.

(6) Coins remaining after distribution will be transferred to the Sale Register and advertised in the *Fort St. George Gazette.* Lists should be sent to Numismatists whose names have been registered in the Museum office.

(7) Coins remaining on hand after the needs of other museums have been satisfied should not be melted down, but retained in the Government Museum, Madras.

(8) Unsold surplus coins remaining on hand after distribution to other institutions should be examined once every five years.

(9) A brief summary of the work done each year in acquiring and distributing coins should be given in the Annual Report.

(10) No member of the Museum staff is allowed to have a private collection of coins.

(*B*) *Rules relating to Registration and Custody.*—(1) The coin collection shall have two custodians jointly responsible for the collections. The Curator, Numismatic Section, shall be one of the custodians and the Director of Museums Government Museum, shall be joint custodian with him. Coins required for the daily work of the Curator, Numismatic Section, may be removed from the coins room to the Curator's Room on a receipt being given by him. Such receipts should be kept in the coins room till they are cancelled on the coins being replaced in the coins room. From the time each set of coins is taken out from the joint custody until it is put back, the coins should on no account leave the custody of the Curator for numismatics.

(2) A list of all the coins shall be made and signed by both the custodians on taking charge.

(3) Stock registers shall be maintained for all classified coins.

(4) In addition to the Treasure Trove Register (Rule A-1.), the following registers shall be maintained for the unclassified coins and the accessions that come in from time to time :—

(*a*) Accession Register.

(*b*) Sales Register.

(*c*) Register for recording receipt and despatch of parcels of coins.

(*d*) Disposals Register.

(*e*) Distribution Register.

(5) Entries in the Accession Register and Disposals Register made by the Curator, Numismatic Section, shall be checked and countersigned by the Director of Museums.

(6) Weights of gold and silver coins shall be entered in the Accession Register.

(7) There will be an annual verification of the gold and silver coins by the Collector of Madras.

(*C*) *Rules for the Coins room.*—(1) The coins room of the Madras Government Museum will not form part of the public galleries of the Museum and is not open to the public.

(2) Distinguished visitors and scholars are permitted to view the objects deposited in the coins room but they must apply formally to the Director of the Museums and obtain his written permission at least four working days before the proposed visit;

(3) Permission may be granted to a bona fide student of Archaeology or Numismatics to study the objects in the coins room on the following conditions:

(*a*) That he specifies in the application the object of his studies, the precise antiquities he wishes to examine and time he wants to spend in the coins room.

(*b*) That he shall work in the presence and under the constant supervision of a person appointed by the Director of Museums for the purpose.

(*c*) That the coins to be examined by him at one time shall be limited to the number fixed by the Director of Museums.

(*d*) That no material in the coins room shall be the subject of any publication without the permission of the Director of Museums, Government Museum.

(4) The coins room shall not be opened to visitors on a closed holiday.

(5) The coins room shall not be opened for visitors unless two officers of the Museum are present. If it is not possible to make arrangements for the opening of the coins room on a particular day, the Director of Museums will have the right to refuse admission to a visitor and ask him to come on any other day appointed by the Director of Museums.

(6) Not more than five persons at a time will be admitted.

(7) Every visitor entering the coins room, whatever the purpose of the visit and whatever the time he intends spending therein, will sign the register kept for the purpose.

(8) The locks of the two doors of the coins room will be sealed with the personal seals of the two joint custodians every time they are opened and closed.

(9) The above rules will not admit of any exception whatever.

Rules relating to Sale of surplus coins.

Surplus Treasure Trove coins, after distribution to other Museums, shall be released for sale to private individuals and institutions. A list of the coins available for sale with the price of each coins shall be published in the *Fort St. George Gazette.*

The Curator, Numismatic Section, shall maintain a cash memo book for the sale of coins. The details of coins and the price of each coin should be noted by the Curator in the cash memo. As soon as any amount is received from a party towards the supply of coins, the head clerk will issue a receipt for the amount. The Curator, Numismatic Section, will then prepare a cash memo. The original of the cash memo., duly signed by the Curator, shall be sent to the party along with the coins. As soon as a transaction is over or at least before the relevant files is closed, the Curator, Numismatic Section should make necessary entries in the stock and sales registers of coins giving a cross reference to cash memo. number and receipt number (issued by Head Clerk) and get the cash item in the stock book duly attested by the Director of Museums.

Duties of the Attender or Technical Assistant.

1. He shall help the Curator to prepare plaster cast impressions of coins.

2. He shall attend to the packing and unpacking of treasure trove coins.

3. He shall prepare labels for use in the gallery.

4. He shall mount photographic prints in the album and number the negatives.

5. He shall help the Curator in all his official duties.

IV. Botany Section.

The staff of the Botany Section consists of a Curator, an Assistant Curator and a Techinical Assistant or Attender.

Duties.

Curator.—The duties of the Curator, Botany Section consist of collection, identification, registering, preservation, storage, labelling and display of Botanical collections, general care and maintenance of the Botanical Galleries, care, preservation and labelling of the Botanical reserve collections and harbarium specimens, undertaking tours for purposes of collections of botanical collections and attending to all work relating to educational services, research and publications pertaining to Botany. The Curator also attends to correspondence relating to Botany and maintenance of registers in the Botany Section. The Curator is primarily responsible for all articles, equipments and specimens in the Botany Section and the Botanical Galleries.

Assistant Curator.—(1) Assists the Curator in all routine work of the Section thus relieving the Curator for attending to research and educational activities.

(2) Attends to the routine poisoning and preservation of the harbarium specimens.

(3) Attends to the labelling, card-indexing and cataloguing of specimens in the botanical collections.

(4) Attends to the duties of the Curator in the absence of the Curator.

(5) Attends to the duties of the Gallery Guides in the galleries pertaining to Botany in the absence of the Gallery Guides.

Attender or Technical Assistant.—The Attender or Technical Assitant attends to all items of work as detailed under "Duties of Attender or Technical Assistant", under Archaeology and Anthropology Sections above, in so far as they relate to Botany Section and the Botanical Galleries.

V. Zoology Section.

The staff of the Zoology Section consists of a Curator, an Assistant Curator, a senior Taxidermist, a junior Taxidermist and an Attender or Technical Assistant. In addition to these, the Artist-Modeller of the Museum is normally attached to this Section, but his services may be requisitioned by other Sections, as and when required. For details regarding the duties of the Artist-Modeller, see under "Duties of Artist-Modeller", below.

Duties.

Curator.—The duties of the Curator, Zoology Section, consist of collection, identification, registering, preservation, storage, labelling and display of zoological collections, renovation of old zoological specimens and exhibits, general care and maintenance of the zoological galleries, undertaking tours for purposes of collection of zoological specimens, arranging for the proper installation of stuffed and mounted specimens of animals, and wherever possible the preparation of dioramas, in the public galleries, and attending to all work relating to educational services, research and publications pertaininig to Zoology. The Curator also attends to correspondance relating to Zoology and all registers and sectional albums in the Zoology Section. The Curator is primarily responsible for the safe custody of all articles, equipments and specimens in the Zoology Section and Zoology Galleries.

Assistant Curator.—(1) Assists the Curator in all routine work of the section thus relieving the Curator for attending to research and eductional activities.

(2) Attends to the labelling card indexing and cataloguing of specimens in the Zoological collections.

(3) Attends to the duties of the Curator in the absence of the Curator.

(4) Attends to the duties of the Gallery Guides in the Galleries pertaining to Zoology, in the absence of the Gallery Guides.

Senior Taxidermist.—(1) Renovates old specimens.

(2) Kills, skins, preserves, stuffs and mounts specimens acquired for the Section.

(3) Refills and bladders Gallery specimen jars and refills and relabels reserve collection specimen jars.

(4) Prepares fresh labels with pen and ink and white paint to replace old and discoloured labels.

(5) Binds and mounts printed labels with glass and calico for the Galleries.

(6) Maintenance, re-lining, etc., of the insect cabinets and provision of insecticides for them.

(7) Preparation of coloured illustrations and pen and ink drawings in the absence of the Artist-Modeller.

(8) Preparation of moulds and casts of specimens.

(9) Provision of suitable backgrounds for show-cases in the Galleries.

(10) Painting and distempering of interiors of show-cases in the Galleries.

(11) Accompanies the Curator on collection tours.

Junior Taxidermist.—(1) Assists the Senior Taxidermist in the discharge of the duties detailed above.

(2) Functions as the Senior Taxidermist in the absence of the latter.

(3) Dusting and cleaning of the specimens exhibited in the gallery and also the interiors of show-cases.

Attender or Technical Assistant.—The Attender or Technical Assistant attends to all items of work detailed under "Duties of Attender or Technical Assistant" under Archaeology, Anthropology and Botany Sections above, in so far as they relate to Zoology Section and the Zoology Galleries. In addition, he assists the Senior and Junior Taxidermists in attending to their respective duties and is generally responsible for the proper cleanliness and maintenance of the Stuffing block and its rooms and the reserve collection almirahs and cup-boards.

VI. Geology Section.

The staff of the Geology Section consists of a Curator and a Technical Assistant.

Duties.

Curator.—The duties of the Curator, Geology Section, consists of collection, identification, registering, card-indexing, cataloguing, preservation, storage, labelling and display of Geological collections, renovation of old specimens, charts, maps, labels, etc., where practicable, general care and maintenance of the Geological Galleries, undertaking tours for the purposes of collection of Geological specimens, arranging for the proper mounting and installation of Geological specimens in the Galleries, and attending to all work relating to educational services and research and publications pertaining to Geology. The Curator also attends to all correspondence relating to Geology, and maintains the registers and sectional albums in the Geology Section. The Curator is primarily responsible for the safe custody of all articles, equipments and specimens in the Geology Section and Geology Galleries.

Technical Assistant.—The Technical Assistant assists the Curator in all routine and technical work of the Section. He attends to all the items of work detailed under Archaeology, Anthropology, Botany and Zoology Sections, above, in so far as they relate to the Geology Section and the Geology Galleries. He is also responsible for the proper cleanliness and maintenance of all items of equipment, furniture and show-cases in the Geological Section and Galleries.

VII. Children's Section.

The Children's Section is a comparatively recent addition and consists of a newly organized Children's Gallery and some reserve collections of objects suitable for display in the Children's Gallery. The Children's Section is at present managed by the Assistant Curator of the Zoology Section pending the creation of a post of a full-time Curator. The Assistant Curator, in addition to her regular duties in the Zoology Section attends to the general care and maintenance of the Children's Gallery, preservation, mounting and display of exhibits in the Children's Gallery, registering of the collections pertaining to the Section and gives demonstrations to organized parties of school children visiting the Children's Gallery. In the technical work pertaining to this Section, the Assistant Curator is assisted by the Artist-Modeller, Taxidermists, Carpenter, and Attender of the Zoology Section. The Assistant Curator also attends to correspondence and maintains the registers and album pertaining to this Section.

Duties of the Assistant Curators in General.

1. They will attend to duty from 10-30 a.m. to 5-30 p.m. on all working days and will be attached to their respective Technical Sections.

2. They will assist the Curators in all routine work in the Sections, including cataloguing, card-indexing, labelling, work relating to Galleries and reserve collections, and maintaining lists of furniture and fittings, apparatus and materials, lantern slides, negatives, etc., in their respective Sections.

3. They will take round organized parties of school children, college students and other visitors in their respective galleries in the absence of the Gallery Guides ; and

4. They will hold charge of the duties of the Curators in their respective Sections in the absence of the Curators on leave or on other duty.

VIII. THE WORKING OF THE FREE GUIDE SERVICE AND THE DUTIES OF THE GALLERY GUIDES.

There are three Gallery guides on the staff of the Museum, one for the rear building galleries, one for the front building Galleries and a third one for the National Art Gallery who is designated as an Assistant Curator and is attached to the Archaeology Section for guiding visitors, particularly the illiterate visitors, round the galleries at specified hours. Prominent notice-boards are put up at the entrance indicating that the services of the guides will be available at the entrances to the respective buildings at 10 a.m., 12 noon and 2 p.m. and 4 p.m. and requesting all those who wish to avail themselves of their services to contact them at the counter at the entrance. During the hours they are not engaged in guide duty, they may assist the Curators in any special items of work whenever required. All these guides maintain diaries showing the number of visitors they had guided in the galleries each day and names of organized parties of visitors guided by them. These diaries are submitted by them every Wednesday morning to the Director of Museums or if Wednesday happens to be a holiday, on the next working day in the forenoon.

Duties of the Gallery Guides.

1. They will attend to duty at their respective Galleries from 10 a.m. to 5 p.m. on all days (including holidays) except Fridays which shall be their weekly holiday, with a one-hour break for lunch between 1 and 2 p.m. They will be eligible for compensation leave for the turn kept by them on holidays.

2. They will guide parties of visitors round the Galleries and explain to them the exhibits commencing from the entrance to the respective buildings at the hours specified on the notice-boards, viz., 10 a.m., 12 noon, 2 p.m. and 4 p.m,

3. They will assist scholars, foreign visitors, and others who wish to photographs exhibits in the Galleries, in filling in the necessary application forms, listing the exhibits intended to be photographed and obtaining the necessary permission from the Director of Museums.

4. They will also frequently check the exhibits, show-cases, furniture and fittings in the galleries and the gallery guards or peons on duty and will promptly report any defects or irregularities they may notice in the galleries to the Duty Clerk or the Curators concerned and see that the Galleries are maintained at all times in a cleanly and orderly manner.

5. The guides shall not accept or solicit any gratuity whatsoever from the visitors for the service they render, the Guide Service being absolutely free. The guides shall at all times be uniformly courteous and polite to all classes of visitors.

IX. Chemical Conservation Section.

1. *Definition.*—Chemical Conservation means the care of antiquities and museum objects through scientific methods based on the physical and chemical examination of the objects and the use of physical and chemical processes. It includes cleaning, repair, preservation and consolidation of antiquities and museum objects. It also includes a measure of restoration.

2. (*a*) *Personnel for the Chemical Conservation Section.*—The work of the Chemical Conservation section is done by a Curator assisted by an attender or Technical Assistant.

(*b*) *Duties of the Curator.*—The duties of the Curator, Chemical Conservation section are :—

(1) to carry out the conservation of antiquities and museum objects as defined in paragraph 1, in the collections of the Museum ; and

(2) to do research into (*a*) the materials and techniques of conservation as will lead to better conservation of objects, (*b*) the materials and techniques of fabrication of antiquities and museum objects, (*c*) the conservation and restoration of such antiquities and art objects and paintings, not belonging to the museum as may be entrusted to him by the Director of Museums or at his request in the interest of research.

(*c*) *Duties of the Technical Assistant/Attender.*—The duties of the Technical Assistant/Attender are (i) to assist the Curator, as required by him, in the work of chemical conservation, (ii) to keep the rooms of the Laboratory blocks neat and tidy and to arrange for their periodical cleaning including that of the furniture therein, (iii) to do such work as may be allotted to him from time to time by the Curator.

(*d*) In furtherance of his duties in Chemical Conservation work, the Curator, shall go round the Archaeological and Anthropological Galleries and their store rooms and reserve collection rooms from time to time and make a note of all objects in need of early conservation. During such tours of the Galleries, it is advisable that he be accompanied by the Curator of the Section concerned. This may be best facilitated by the Curator accompanying the Assistant Director on his quarterly inspection of the Galleries.

(*e*) The Curator shall maintain such registers and records as are required for the discharge of his duties and as will be enumerated in subsequent paragraphs.

(*f*) The Curator shall take care of the apparatus and equipment acquired for the section and kept in his charge. He shall also take such precautions as are necessary for the safe upkeep of all such equipment and apparatus and bring to the immediate notice of the Director of Museums any defect in their working or accident during their operation.

3. *Conservation Procedure.*—(*a*) Based on his notes during his tours of the galleries and reserve collection rooms mentioned in paragraph 2 (*d*), the suggestions of the Curators of the Section concerned or the official requests for conservation received from outside, the Curator shall select objects for conservation giving priority to such of those as require immediate attention due to their state of preservation or other exigencies such as their being required for a forthcoming special exhibition, etc., and ask the Curator concerned to arrange for the transfer of such objects to the Laboratory or where it is not possible, as in the case of big stone sculptures or bronzes, for necessary facilities to proceed with the work.

(*b*) (i) When such an object is received into the Laboratory or taken up for conservation, the concerned Curator from whose section the object is sent for treatment shall enter the relevant particulars in the preservation Register. The Curator shall acknowledge the receipt of the object by initiating in the relevant column and note the date of receipt.

(ii) At the moment of receiving or taking up an object for conservation, the Curator shall bring to the attention of the concerned Curator, such features, if any, like fragile parts or a badly corroded state of the object as are likely to affect the condition of the object during treatment.

(*c*) (i) Before taking up an object for treatment, it shall be subjected to a thorough examination including if need be, radiographic, microscopic and chemical examination, to get a perfect idea of its condition. All such examination is, however, to be non-destructive and in the case of chemical tests, it should be done on an inconspicuous part of the object. The results of such an examination shall be recorded, especially in detail, if it presents some unique features,

(ii) Such a record shall invariably include a photograph of the object before treatment. It is also desirable that details of the photograph taken before treatment be carefully noted so that when photographing the object after treatment, it may be photographed from the same angle and the same position.

(*d*) (i) Depending on the material it is made of and its condition the conservation of the object shall be proceeded with. The limits of any treatment is to be governed by the necessity for removing factors destructive to the object and the safety with which it can be carried out. The original material shall, as far as possible be left as it is, and there shall be the minimum of the addition of new material to fill any lacuna in the original one. Where such addition of new material becomes inevitable, it shall be done so as not to overshadow the original; any tendency to match the new material perfectly with the old shall also be resisted. While the new material shall be distinct from the old it shall also be inconspicuous.

(ii) In the matter of the appearance of certain objects after treatment the Curator, may in consultation with the Curator of the Section concerned and the Director of Museums lay down the broad general policy to be followed.

This presupposes that no antique object may be given a new polished appearance. But on that account, the retention of most of the corrosion crusts, in the belief that it gives an antique appearance, is also to be avoided, and especially so where' in the Curator's opinion, the existing crusts are likely to lead to further deterioration.

(iii) The conservation of any object shall be carried out with the utmost care. Any attempt to hurry it will be deleterious to the object and must be avoided. In cases of doubt, an object may be kept under observation after being treated till it is made sure that there will not be a recurrence of any deterioration of its material.

(iv) Wherever necessary, every object shall be given a suitable protective coating after completion of treatment. The coating shall be such as would not give any glossy or changed appearance to the object.

(v) Where the object has been photographed before treatment, it shall be photographed after treatment taking care that the photograph shows the object exactly in the same position as in that before treatment.

(vi) In cases where there is need for restoration, that is, the substitution, in new material, of missing parts, the new work shall be the minimum necessary consistent with strengthening and letting the object acquire a reasonable semblance of the original shape without trying to recreate it in the new material.

(vii) In cases where the objects are unwieldly or the deterioration very little, the conservation of the object may be done in situ without removing it to the Laboratory.

(viii) Before returning the object to the concerned Curator, after treatment, entries shall be made in the relevant columns of the preservation Register by the Curator, detailing the treatment given and appending any other remarks relative to the condition of the object or its maintenance. The initials of the concerned Curator shall be obtained in the relevant column of the Register as a token of acknowledgment of receipt of the object. The form of this Register, with its column headings, is furnished in Appendix IX.

(ix) It is desirable to have a complete history of the cleaning of an object and this may be done on suitably prepared index cards with facilities to enclose with them other related documents like photographs, etc. On such cards, all details regarding the object before, during and after treatment shall be given.

(x) The Curator shall also bring to the attention of the Curator concerned the steps to be taken for keeping the objects in the galleries or reserve collection rooms in good condition. This may include such measures like the prevention of sunlight falling upon objects, the provision of better ventilation, etc.

4. When enquiries are received from other institutions or persons, unless they be a simple kind involving information about cleaning process, they shall be referred to the Director of Museums first and shall be dealt with only after obtaining his permission. This is especially necessary in the case of requests for conservation of specific objects. In all such cases the party concerned shall be apprised of the fact that the work will be done at his risk and that the Museum is in no way liable for any objection he may subsequently raise as to the result of the conservation.

5. *Research Work.*—(*a*) The Curator shall carry out research as an essential corollary to the work of conservation. The research shall be on the following lines:—

(i) He shall investigate into the materials used in the work of conservation with a view to finding better substitutes for the existing ones or meeting the unusual requirements of a particular object or type of objects.

(ii) He shall investigate into the effects of conditions of temperature and humidity and of light on Museum objects especially on objects made of organic materials and paintings.

(iii) He shall investigate into the techniques and materials used in fabricating antique objects. For this purpose, he shall use non-destructive tests, wherever he can, when however, it becomes necessary to use up even a tiny past of the object, he shall obtain the permission of the Director of Museums before commencing the work.

(b) The Curator may give popular lectures and read research papers before scholarly bodies. He may also write popular articles on the subject to bring it to the purview of a large number of people. He may organise special exhibitions explaining processes of restoration or aspects relating to conservation of antiquities.

X. Printing Section.

The printing section is manned by a Hand Compositor, a Machine Minder and a Layer-on. In this section small labels and leaflets are being printed for the exhibits displayed in the galleries.

The Hand Compositor will supervise the work of the Machine Minder and the Layer-on. He maintains a diary in which the items of work entrusted by the Curators of the several sections in the Museum are entered and got approved by the Director of Museums before commencing the printing work. They are also expected to attend to small binding work and mending the Registers, etc., whenever necessary. All indent for the stores in the printing section will be submitted by the Hand Compositor to the Store clerk. The leave applications of the Machine Minder and the Layer-on should be sent through the Hand Compositor to the office.

The printer shall maintain a Register recording the work done in his section (Column heads of the register may be seen in Appendix X).

XI. Photographic Section.

The Museum is equipped with a photographic section with dark room facilities for attending to all photographic work of the Museum. The staff of the photographic section consists of a Photographer and an Assistant Photographer. Their duties are as follows :—

Photographer.—(1) To take photagraphs of Museum objects and exhibits for purposes of study, research, publication, sale or for the sectional albums or for any other purpose such as display in the Galleries or for special exhibitions.

(2) To develop and print photogrphs thus taken.

(3) To prepare enlargments for purposes of display or exhibitions or sale.

(4) To accompany the curators on tours whenever required, for taking photographs in the field.

(5) The photographer maintains a daily diary of work done which he submits to the Director of Museums every Wednesday morning or on the next working day if it happens to be a holiday and a register showing wastage of negatives which he submits to the Director of Museums every month on the 20th (*vide* appendix XI).

Assistant Photographer.—The Assistant Photographer assists the Photographer in all the above items of work and acts as the Photographer in the latters absence. The list of Register's maintained for work done in the Photographic section together with their column heads is furnished in Appendix No. XI.

XII. Microfilming Section.

1. The work of the Microfilming Section is carried on by a Microfilming Operator under the supervision of one of the Curators designated to be in charge of the section.

2. The work of the section consists of:

(i) Preparing micro-copies of such documents and manuscripts in the Museum as may be deemed important and necessary by the Director and the curator concerned.

(ii) Preparing micro-copies of such documents, books, photographs, manuscripts as may be required by Government departments, non-Government institutions specified in Appendix No. XII and bonafide research scholars.

(iii) Preparing micro-copies, etc. for such other individuals and institutions as the Director, may deem fit.

(iv) Preparing enlargements and prints of such of the Micro-copied negatives as may be required by any of the above emmunerated departments, institutions or individuals.

3. The charges for micro-copying work and for enlargements will be as follows:—

(i) For all Government departments, Government institutions and such bodies as have been specified below, micro-copying services which they may require will be free of cost.

(*a*) Government Oriental Manuscripts Library, Madras.

(*b*) Madras Record office.

(*Vide* G.O. Ms. No. 2932, Education, dated 3rd December 1962.)

Normally, however, the micro-copying services mentioned above may be limited to one copy of the micro-copy negative of matter from a book, document or manuscript and one enlargement of such negative, if required.

(ii) For non-Government Institutions mentioned in Appendix XII and for bonafide research scholars, charges at the rates mentioned below will be made—

For Micro-copying.—

	RS.	P.
For the first ten pages or part thereof	2	00
For the subsequent 10 pages or part thereof	1	00

For Enlargements—	RS.	P.
¼ plate size	0	50
½ plate size	1	00
1/1 plate size	1	50

Sales tax will be levied on the charges as applicable at the time of executing the order.

(iii) Normally the charges will be calculated separately for each book from which the material is micro-copied, even if orders are placed for micro-copying from several books at the same time. The Director of Museums may however treat two or more books of manuscripts as one if application for micro-copying from them is placed at the same time and if the total number of pages from the two or more books together does not exceed ten.

Application For Micro-copying.

1. All applications for micro-copying work shall be made on the prescribed form. For each book a separate application shall be submitted. The book or the document or the manuscript from which pages have to be microcopied shall be sent with the application or made available subsequently when the micro-copying work is to be undertaken. In the case of institutions mentioned in Appendix XII and bonafide research scholars, the charges for micro-copying shall be paid in advance unless the Director otherwise recommends in special cases.

2. All applications received shall be entered in the Register of Micro-copying work, giving complete details of the work done. The form of the Register of Micro-copying work is given in Appendix XIII. After a particular micro-copying work is completed, its serial number in the Register of Micro-copying book shall be rounded off to indicate the completion cf the work. The Register shall be maintained by the Curator.

Diary of Work.—A diary of work done by the Microfilming Operator shall be maintained by him and submitted by him to the Director of Musuems, every Wednesday, or if it happens to be a holiday, on the next working day.

XIII. Duties of the Artist-Modeller.

The Artist-Modeller is intended to attend to specialised jobs such as modelling, plaster and wax casting, painting of backgrounds of dioramas in oil colour, preparation of oil and water colour paintings, coloured charts, etc., and only in special cases, as for instance, in connection with a special exhibition, or for work involving decorative designs and lettering, he may be entrusted with such lettering work. The items of work entrusted to the Artist Modeller should first be entered in his diary by the Curators and prior approval of Director of Museums obtained before execution as in the case of the Photographer's and Printer's Diaries.

XIV. Duties of the Carpenter.

A new post of Carpenter has been created with a view to getting minor carpentry works such as urgent repairs to the show-cases, etc., done on the spot. The practice of inviting tenders for small items and getting such works done by the Contractors usually involves delay and the appointment of the Carpenter helps in the speedy execution of work. The Carpenter will be normally attached to the Archaeology Section. Any requisition from the other Curators, for the services of the Carpenter must be sent to the Assistant Director of Museums who will allocate the work to the Carpenter according to priority. The Carpenter will maintain a register showing the work done by him. (Column heads of the register are furnished in Appendix XIV).

APPENDICES I TO XIV.

(FORMS OF REGISTERS MAINTAINED IN THE TECHNICAL SECTIONS OF THE GOVERNMENT MUSEUM, MADRAS, ETC.)

APPENDIX I.

ARCHÆOLOGY SECTION.

LIST OF REGISTERS.

1. *Archæological Metal Images Accounts Register* (2 *Volumes*)—

Register number.	Date of entry.	Description.	Metal and size.	Village.	Taluk.	District.	Received from.	Cost.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

2. *Archæological Exhibits Register* (2 *Volumes*)—

Register number.	Reference to records.	Description.	Material and size.	Locality.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)

3. *Miscellaneous Archæological and Metalware Register*—

Serial number.	Date of entry.	Description.	Locality.	Received from.	Price.	Reference to records.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

4. *Copper plate grants Register*—

Serial number.	Date of receipt.	Dynasty.	Monarch.	Date of grant.	Description.	Where obtained.	Sender.	Cost.	Reference to publications.	Reference to office records.	Initials.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

5. *Miscellaneous Accession Register*—

Serial number.	Date of entry.	Description of articles.	Locality.	Received from.	Price.	Reference to records.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

6. *Catalogue of Hindu Metal Images in the Madras Museum* (*A printed book*).
7. *Catalogue of Copper Plate Grants* (*A printed book*).
8. *Catalogue of Nagapattinam and other Buddhist Bronzes in the Madras Museum* (*A printed book*).
9. *Minutes book of the National Art Gallery Committee—A record of the proceedings of the meetings with no column heads.*

APPENDIX II.

ANTHROPOLOGY SECTION.

List of Registers.

1. *General Accession Register*—

Serial number.	Date of entry.	Description of article.	Locality.	Received from.	Price.	Reference to records.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

2. *Pre-Historic Antiquities*—

Field register number.	Date.	Details of find.		Description.	Remarks.
		Position.	Level.		
(1)	(2)	(3)		(4)	(5)

3. *Musical Instruments Register*—

Register number.	Date of receipt.	Reference to records.	Descriptions.	Material and size.	Village.	Taluk.	District.	Received from.	Cost.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

4. *Gold Articles Register*—

Register number.	Articles.	Number.	Weight.	Collector's valuation.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)

5. *Inventory of Ethnographic Materials*—

Register number.	Reference to records.	Description.	Material and size.	Locality.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)

APPENDIX III.

NUMISMATIC SECTION.

List of Registers.

1. *Accession Register*—

Accession number.	Provenance: District.	Provenance: Province.	Taluk, Thasil, Police Station.	Village.	How found or acquired.	Reference: Ours.	Reference: Sender's.	Coins: Dynasty Class.	Coins: Sovereign.	Details.
(1)	(2)		(3)	(4)	(5)	(6)		(7)	(8)	(9)

Metal.	Serial number.	Treasure trove in the Province: No. found.	Treasure trove in the Province: No. recovered.	Treasure trove in the Province: No. acquired.	Other.	Price.	RS. P.

2. *Disposals Register*—

Class or Accession.

Class or accession: Class.	Class or accession: Coin number.	Class or accession: Metal.	Class or accession: Serial number.	Disposal: Mode.	Disposal: Date.	Disposal: Order number.	Class or accession: Class.	Class or accession: Coin number.	Class or accession: Metal.	Class or accession: Serial number.	Disposal: Mode.	Disposal: Date.	Disposal: Order number.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Class or accession: Class.	Class or accession: Coin number.	Class or accession: Metal.	Class or accession: Serial number.	Disposal: Mode.	Disposal: Date.	Disposal: Order number.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

3. *Stock Register (Dynasty or Class)*—

Serial number.	Metal.	Weight.	Description: Sovereign.	Description: Varia.	Description: Date.	Accession Reference.	Disposals: Mode.	Disposals: Date.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

4. *Sales Register*—

Director's Order number.	Accession number.	Dynasty or class.	Metal.	Price.
(1)	(2)	(3)	(4)	(5)

Date.	Receipt.	Accession.	To whom sold.	Number sold.	Amount realised.	Chalan number and date.	Balance on hand.	Curator.	Director.
(1)	(2)	(3)	(4)	(5)	(6) RS P.	(7)	(8)	(9)	(10)

APPENDIX IV.

BOTANY SECTION.

1. *Accession Register*—

Register number.	Date of entry.	Description.	Locality.	Received from.	Price.	Reference to records.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

APPENDIX V.

ZOOLOGY SECTION.

1. *Accession Register*—

Serial number.	Date of entry.	Description of articles.	Locality.	Received from.	Price.	Reference to records.	Remarks.
					RS. P.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

2. *Register of specimens despatched for identification, also types and presentations*—

Serial number.	Name of specimen.	Locality.	To whom sent.	Date of despatch.	Date of receipt.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

3. *Register of specimens received for identification*—

Serial number.	Locality.	From whom received.	Notes.	Date of receipt.	Date of despatch.	Names.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

4. *Register of plate negatives, film negatives and lantern slides in stock ending February* 11*th*, 1963—

Serial number.	Name of negative.	Date of checking.
(1)	(2)	(3)

5. *Register of negatives prepared in the Zoology section from 11th February 1963*—

Date of preparation.	Negative number.	Size.	Subject.	Volume number of Album.	Curator, Zoology Section's initials.
(1)	(2)	(3)	(4)	(5)	(6)

6. *Register of consumption of rectified spirit*—

Date.	Quantity of Rectified spirit received from Store Clerk.	Quanity used for refilling,	Balance.	Curator, Zoology section's initials.
(1)	(2)	(3)	(4)	(5)

7. *Register of Preservatory Treatment of Reserve collections (Wet specimens)*—

Serial number.	Almirah number.	Contents.	Date when last refilled with spirit.
(1)	(2)	(3)	(4)

8. *Register of requisition of materials for the section*—

Serial number.	Date of sending the requisition.	Name of articles and purpose.	Initials of Store clerk.	Date when purchased and issued.	Curator, Zoology Section's initials.
(1)	(2)	(3)	(4)	(5)	(6)

9. *Gallery Check book : Weekly inspection by Curator, Zoology section*—

Date of checking.	Gallery checked.	Defects.	Action taken,	Date of completion.	Curator, Zoology Section's initials.	Director's initials.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

10. *Register of Articles lent out from the Zoology section*—

Serial number.	Name of article.	By whom borrowed.	Initials of borrower.	Date of borrowing.	Date of return.	Curator, Zoology Section's initials.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

11. *Register of Index cards prepared*—

Date.	Name of Gallery.	Number of cards prepared	Assistant Director's initials.

APPENDIX VI.

GEOLOGY.

1. *Accession Register*—

Serial number.	Date of entry.	Description of article.	Locality.	Received from.	Price.	Reference to records.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

APPENDIX VII.

CHILDREN'S SECTION.

1. *Accession Register*—

Serial number.	Date of entry.	Description of articles.	Locality.	Received from.	Price.	Reference to records.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

2. *Photo Negatives Register*—

Date.	Negative number.	Size.	Subject.	Volume number of Album.	Curator's initials.
(1)	(2)	(3)	(4)	(5)	(6)

APPENDIX VIII.

CHEMICAL CONSERVATION SECTION.

1. *Register of Preservation Work*—

Serial number.	Reference to Accession or Current Register.	Nature of Antiquity or Exhibit.	Date.		Nature of the Treatment.	Remarks.
			When sent to Curator, Chemical Conservation Section.	When completed.		
(1)	(2)	(3)	(4)		(5)	(6)

2. *Photo-Negatives Register*—

Month.	Negative number.	Size.	Subject.	Volume Number of Album.	Initials of Curator and date.
(1)	(2)	(3)	(4)	(5)	(6)

3. *Register of Card Indexing*—

Serial Number.	Month.	Subject of Cards.	New cards prepared number.	Continued on old cards number.	If on Kardex Number of cards.	Card Cabinet number.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

APPENDIX IX.

PRINTING SECTION.

Printing Register—

Order Number.	Name of the Labels.	Curator's initial.	Director's initial.	Date of completion.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)

APPENDIX X.

PHOTOGRAPHIC SECTION.

1. *Register showing wastage of photographic films*—

Number of films received from the Store clerk.	Number of films taken.	Wastage, if any.	Date of supply of films.	Date of submission of the Register to the Director.
(1)	(2)	(3)	(4)	(5)

APPENDIX X—*cont.*

PHOTOGRAPHIC SECTION—*cont.*

2 *Register of photographs made to order* (*Vol.* 1)—

Serial number.	Outsider's order.	D.C.'s initial.	Reference number.	Nagative of prints.	Curator's initial.	Director's initial.	Date of completion.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Initial of receiver.	Photographer's initial.	Date of despateh.	Cost of photo, etc.	Date of cash book entry.	Ch. Number and date.	Office Superintendent's initial.	Director's initial.
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

3 *Sections photo register* (*Vol. II*)—

Serial number.	Particulars.	Purpose.	Sections.	Curator's initial.	Director's initial.	¼ size prints.	½ size prints.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
1/1 size prints.	12/10 size prints.	15/12 size prints.	1/4 size negatives.	2¼ size negatives.	Lantern slide negatives.	Roll film negatives.	Curator's disposals, Receipt album number and Reference.	Director's Verification.
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

APPENDIX XI

NON-GOVERNMENT INSTITUTIONS

(Approved by Government for affording Microfilming facilities.)

1. T.M.S.S.M. Library, Thanjavur.
2. The Adyar Library, Adyar.
3. The Dr. U. V. Swaminatha Iyer Library and
4. Other non-Government institutions as and when recommended by the D.P.I.

APPENDIX XII.

MICROFILMING SECTION

1. *Register of Microfilming works*:—

Serial number.	Subject for microfilming.	Required by.	Reference to application.	Date.		Number of strips prepared.		Enlargements made.	Amount charged.	Curator's initial.	Remarks.
				Receipt of application.	Completion of work.	Negative.	Positive.				
(1)	(2)	(3)	(4)	(5)		(6)		(7)	(8)	(9)	(10)

APPENDIX XIII.

1. *Artist-Modeller's Register*—

Date.	Particulars.	Date of commencement.	Date of completion.	Curator's initial.	Director's initial.
(1)	(2)	(3)	(4)	(5)	(6)

APPENDIX. XIV.

CARPENTRY SECTION

Date.	Particulars.	Date of commencement.	Date of completion.	Curator's initial.	Director's initial.
(1)	(2)	(3)	(4)	(5)	(6)

THE MUSEUM MANUAL

PART II.

GOVERNMENT MUSEUM, PUDUKKOTTAI.

(ADMINISTRATIVE AND TECHNICAL SECTIONS.)

PART II

GOVERNMENT MUSEUM, PUDUKKOTTAI.

History

The establishment of a State Museum was thought of in 1896 in Pudukkottai by the Durbar of Pudukkottai. Though it was originally proposed to have it in the "Ananda Bagh", the State Public Gardens, it was decided in 1909 that it should be located in the small "Palace" in the main street of Tirugokarnam, a suburb of Pudukkottai. The Museum was opened in 1910, the Economic section in 1912–13 and the Art and Industry section in 1914–15, the former by the addition of 60 plants collected in the state and the latter with specimens of the products of the cotton industries displayed by the women's Exhibition held at Madras. In 1923–24 the Archaeological section was considerably improved. In 1946, the Agricultural section was added and the Museum has at present the following sections:—

(1) Geology. (2) Economic Botany. (3) Zoology. (4) Anthropology. (5) Arts and Industry. (6) Archaeology, including Epigraphy. (7) Numismatics (Gallery not yet opened).

The exhibits were acquired by exploration, excavation, treasure-trove, gifts from the Pudukkottai Durbar, the Madras Museum and the Bombay branch of the Royal Asiatic Society and other donors.

Scope and Collections.

The collection deals generally with the Arts, Industries, Ethnology Archaeology Economic products, Geology and Zoology of the old Pudukkottai State.

The above collections are housed in nine rooms of two contiguous buildings. There is also a general numismatic collection of 1953 coins.

The Museum has a library containing about 1100 books primarily intended for departmental use but also available for consultation by students and scholars. The Museum is a subscriber to leading journals like Marg, Journal of the Bombay Natural History Society and Man in-India, besides being an institutional member of the Museums Association of India.

The Museum has a small flower garden behind the Curator's office which is easily accessible to the visitors.

Publications.

1. Annual report on the administration of the Museum.

2. A handy guide to the principal exhibits in the Museum (in English and Tamil).

3. Bulletin; the prehistoric Tombs of the Pudukkottai State, 1917.

WORKING HOURS.

The Museum is open to the public from 8-00 a.m. to 11-30 a.m. and 2-00 p.m. to 5-00 p.m. on all days except Sundays and other public holidays.

The Curator's office works from 10-30 a.m. to 5-00 p.m. Admission in free.

GOVERNING BODY.

The Museum is under the immediate charge of the Curator who is under the administrative control of the Director of Museums Government Museum, Madras.

STAFF.

1. Curator	1
2. Technical Assistant	1
3. Taxidermist (Junior)	1
4. Lower Division Clerks	2
5. Gallery Guards	9
6. Night Watchman	2
7. Gardener	1

DUTIES OF THE STAFF.

Curator.—As the Pudukkottai Museum is a small, multi-purpose museum the Curator himself acts as both administrative and technical head. Any person possessing a degree in any one of the subjects dealt with in the Museum is eligible to act as Curator. He may be appointed directly or by transfer from the head office by the Director of Museums, Government Museum, Madras.

Administrative head.—The Curator, as administrative head, personally opens the daily tapals and takes action within a period of three days. In this respect he is assisted by two clerks (A and B). One clerk deals with the matters relating to the establishment and accounts, and the other with the stores and matters other than accounts.

The Curator appoints the Taxidermists, the Technical Assistant, Gallery Guards, Watchmen and the Gardener from the Employment Exchange if the posts are newly sanctioned or if the vacancies arise temporarily subject to the approval of the Director, Government Museum, Madras. The temporary vacancies of clerks are also filled up by the Curator, from the Employment Exchange until the candidate is substituted by an approved candidate from the Madras Public Service Commission.

The Curator maintains the service registers and personal files of the Staff. The entries in the personal files of the members of the subordinate staff are recorded every half year and sent to the Director, Government Museum, Madras, for approval and counter/signature. He prepares the Administration Report of the Museum every year. He is empowered to sanction the casual leave to the staff but sanction for earned leave should be obtained from the Director, Government Museum. He checks the personal register, arrear list and periodical register of each clerk once every month.

The Curator is a drawing and sanctioning authority. The limit of sanction at one time is fixed as Rs. 20. Therefore articles worth less than Rs. 20 can be purchased directly, but any expenditure exceeding Rs. 20 requires the sanction of the Director of Museums, Government Museum, Madras. Expenditure above Rs. 20 and below Rs. 200 in one bill may be incurred, with the prior sanction of the Director, Government Museum, Madras. Expenditure exceeding Rs. 200 needs the prior sanction of the Government. The permanent advance sanctioned at one time is Rs. 100. Eventhough the Curator is responsible for the permanent advance, it is vested with "A" clerk, subject to the daily checking and surprise checking of cash and cash book. Bills above Rs. 50 are endorsed to the party for payment at the Sub-Treasury, Pudukkottai.

Budget.—The Budget estimate for this Museum for a year is nearly Rs. 26,000. The Curator prepares the Budget estimate for every year and submits the same to the Director of Museums, Government Museum, Madras. The actual requirements and necessities for the progress of the Museum are furnished by the Curator.

The Curator daily checks the attendance register of the staff and signs the same. The diaries of the Technical Assistant, Gallery guards and the Gardener are checked and signed every Monday. The checking of the stamp account takes places on alternate Tuesdays. The Curator undertakes the surprise check of stores. In general all rules and laws found in the Service Manual, District Office Manual and other Manuals issued by the State Government are followed strictly.

As Technical Head.—The Curator is in charge of all sections of this Museum. He is assisted in the Gallery work by a Technical Assistant and a Taxidermist.

Registration.—The work of the Curator on the Technical side commences with Registration. As soon as an object or a specimen is acquired, purchased or received as a gift to the Museum, the name of the object or specimen is immediately written in the "General specimen Registration Book" with date, number and the nature of acquisition. Then it is entered in the specimen

register, with its full details. As soon as the specimen is entered in the specimen register, it receives its accession number and date (every section has a separate specimen register). The specimen receives its preservative and protective treatment by the Taxidermist or the Technical Assistant as the case may be and becomes ready for display or storage. In the matter of cleaning and preserving the specimens the Curator supervises the Taxidermist and Technical Assistant and gives the necessary guidance. A card giving brief description of the specimen and a note of its position in the Museum is also prepared for inclusion in a card index.

Besides, he maintains the " General Specimen Register " and " Specimen Registers " for each section separately. He enters the furniture and fittings, apparatus and materials, in their respective registers as soon as they are purchased for the Museum. He maintains three registers for coins namely (1) gold coins (2) silver coins and (3) coins made of copper and other alloys, separately. The verification of the stock entered in the above registers by the Curator is done every year in the month of August and he attests a certificate to the effect that all the items have been physically verified in the front page of each register. The Director of Museums, Government Museum, Madras, also verifies the entire stock of coins and attests the verification certificate of the Curator during his annual inspection. The Curator has to carry out the suggestions made in the Annual Inspection Report of the Director of Museums, Government Museum, Madras.

The coins and the valuable articles are under the direct and sole custody of the Curator.

Display.—The Curator arranges for the proper display of all specimens and objects selected for exhibition in the Galleries, in suitable show-cases with proper lighting, background, etc.

Labels.—Bilingual labels in English and Tamil are provided for all exhibits. The Curator drafts the labels and arranges to get them printed or hand written with the assistance of the Technical Assistant or Taxidermist and has them installed in the Galleries.

Publications.—The Curator prepares the hand-guides and handbooks to the Galleries.

Lectures.—The Curator delivers in the Galleries talks or informal lectures both to the General public and to parties of college students. As museum visits from a part of school curriculum, to attain the best results, the teachers are given full information and instruction which helps them in turn to guide their pupils during future visits. The Curator besides his lectures and talks in the gallery, also occasionally delivers lectures in high schools and colleges at their request. The Curator also receives distinguished visitors to the Museum and takes them round the Galleries explaining the importance of the exhibits.

A separate book named "Visitors Book" is maintained in which the remarks of the VIP's about the Museum are recorded. Usually, the Technical Assistant acts also as a guide lecturer to the visiting public, both to literates and non-literates.

Tours.—The Curator undertakes tours to the neighbouring historic places to gather information and photographs for publishing bulletins, or for securing fresh collections for the Museum and sometimes to acquire specimens under the instructions of the Superintendent, Government Museum. The Museum is equipped with a double barrel gun for use in collecting animals and birds in the neighbouring forests, to enrich the zoological collections in the Museum.

Technical Assistant.—The Technical Assistant has to attend to the following duties :—

1. He goes around the Galleries at least twice a day, on all working days.

2. He checks the Gallery guards, whether they remain on duty in the allotted Galleries. Any case of irregularity, is brought to the attention of the Curator.

3. All the soiled and moth eaten labels in the Galleries are replaced with the help of the Taxidermist, or in the absence of Taxidermist, the Technical Assistant attends to this work himself.

4. The tell-tale clock dial is set and checked by him.

5. The correct timings of the wall-clocks placed in the Galleries has to be maintained.

6. He assists the Taxidermist in cleaning the exhibits in the show-cases.

7. He changes the Gallery Guards from one Gallery to another every month, subject to the approval of the Curator.

8. The number of visitors to this Museum for every day according to hours has to be maintained in a register called "Visitors' number". A peon at the entrance door is entrusted with this work.

9. He gives free guide service to the visitors if required.

He attends to duty from 8–00 a.m. to 11–30 a.m. and 2–00 p.m. to 5–00 p.m. on all working days. He attends to duty even on holidays to set up the dials for the tell-tale clock.

In the absence of the Curator in the office or from the headquarters on account of tour, casual leave or earned leave, the Technical Assistant is in charge of the whole Museum, and also attends to the current duties of the Curator.

Taxidermist.—The Taxidermist appointed in this Museum is of the Junior Grade. His daily duty is to look after the specimens, both in the Galleries and reserve collection, and maintain them in

good condition. He cleans and dusts the specimens periodically with the help of the Technical Assistant and displays the specimens and labels according to the instructions of the Curator. He fills up the spirit or formalin if the required level goes down in the specimen jars. To preserve the specimens from the ravages of insect pests and decay, he cleans the cases periodically and dusts them with D.D.T. powder, and places naphthelene balls or gammexene powder in small boxes inside the show-cases.

He stuffs and mounts, or gives spirit preservative treatment as soon as a zoological specimen is acquired for the Museum. Besides these he prepares the diorama cases for exhibition in the Gallery, and the labels for the same. He assists the Curator when he goes out for collecting specimens. He collects bugs, beetles and butterflies and other rare and available specimens for the Museum by undertaking field trips to the neighbouring forests.

He is entrusted with the tools and chemicals required for Taxidermy and he is responsible for their safe custody.

He attends to duty from 8–00 a.m. to 11–30 a.m. and from 2–00 p.m. to 5–00 p.m. on all working days.

Clerks.—There are two lower division clerks—one (A) dealing with accounts and correspondence relating to public services, and the other (B) with stores and correspondence relating to the purchases of stores.

The A section clerk is entrusted with permanent contingent cash and accounts. As he is a senior and experienced hand, he is entrusted with the Service Registers of all the staff of this Museum. All the leave applications are put up only through him, who enters the eligibility on them. The necessary entries in Service Registers are also made by him subject to the checking of the Curator. Besides the Service Registers he maintains the following records :

1 General cash book.
2 Permanent advance cash book.
3 Pay acquittance roll of establishment.
4 Contingent register.
5 T.A. acquittance register.
6 Provident fund advance register.
7 P.L.I. premium register.
8 Register of accounts for the sale of handy guide.
9 Treasury bill register.
10 Register of T.A. advance.

Besides these, he prepares the pay bills both for the establishment and menials, maintains 28 periodicals and attends to the reconciliation statement of receipts and expenditures by going

to the Huzur Treasury, Trichy. He prepares the pension papers of the retiring persons and helps the Curator to prepare the budget statement.

The B section clerk deals with stores. He maintains the following registers :—

1 Stock register of stationery.
2 Stock register of printed forms.
3 Stock register of stores.
4 Despatch register.
5 Stamp account.
6 Account book and inspection book for rectified spirit.
7 Register of tools, plants and other valuables.
8 Register of chemicals.
9 Register of furniture.
10 Register of library books.

Besides these registers, he handles the daily currents, despatches the tapals, types the fair copies of letters and maintains the records as the record clerk. He deals with all correspondences that does not come under " A " section.

Gallery Guards.—There are about 9 gallery guards in this Museum. The senior most guard acts as the head peon. Their working hours are synchronized with the gallery working hours. The head peon alone attends to duty during the normal office working hours, i.e. from 10–30 a.m. to 5-00 p.m.

The Gallery guards are appointed directly by the Curator from the Employment Exchange. Persons below the age of 25 with a fair knowledge to read and write English and Tamil are selected for the post.

Each Gallery guard is in-charge of the objects of each Gallery in the Museum. He acts as a watch and ward of the concerned Gallery during the working hours. He is responsible for any loss or damage caused to any exhibit in the Gallery. He has to maintain the Gallery in a trim and clean condition always. He has to instruct the visitors not to touch the exhibits and to follow the prescribed route in the Gallery, which helps the visitor to see all the exhibits in proper sequence. Any irregularity on the part of the visitor or *vice versa* has to be brought to the notice of the Technical Assistant. Besides their watch and ward work in the working hours, they are expected to do some manual labour in the galleries like shifting the show-cases, etc. Due to the absence of an attender the maintenance of the office cycle in good condition devolves upon the gallery guards, in turns.

Every gallery guard has to be dressed in uniform, supplied by the Government during the hours of duty. Two gallery guards, in turn, are entrusted with the work of the watchman, during the

day time on Sundays and public holidays to take care of the Museum. No compensation is being paid for the above work.

Night watchmen.—There are two night watchmen in this Museum. Persons below 35 years with ability to read and write Tamil are appointed by the Curator directly from the Employment Exchange.

Their working hours are from 5·30 p.m. to 8·00 a.m. the next day. They are responsible for the watch and ward of the Museum during the night. They take charge of the gallery articles from the Gallery guards in the evening, and hand them over the next morning when the gallery guards return for duty.

As there is no moving place around the Museum building due to the adjoining construction of houses, the night watchmen stay inside the museum buildings i.e., in the galleries, and have a watch over nook and corner of the building every hour. They punch the tell-tale clock dials at the stations located both inside and outside the building.

In the case of absence of any watchman due to un-avoidable circumstances, the Gallery peons are substituted in his place until his return.

Besides the vigilance of the night watchman, the night beat police also inspects the Museum during old hours of the night.

Proposals to provide a permanent armed police guard during nights are under consideration.

Gardeners.—A whole time gardener was appointed recently. His duties are to maintain and improve the garden. The garden is under the direct supervision of the Curator. Besides, the gardener has to supply the drinking water to the staff and to the visitors. He works on all days except Sundays from 7–00 a.m. to 12–00 noon and 2–00 p.m. to 5–00 p.m.